ADDENDUM #2 PLEASE SEE CHANGES TO ATTACHMENT C. ANSWERS TO SUBMITTED QUESTIONS ATTACHED
ADDENDUM #1 PLEASE SEE CHANGE TO OPENING DATE, SECTION 3.6, PRE-PROPOSAL ATTENDANCE SHEET ATTENDED. ADDITIONAL INFORMATION FORTHCOMING IN ADDENDUM #2

NOTICE OF SOLICITATION

<div align="right">

SERIAL 07009-RFP

</div>

REQUEST FOR PROPOSAL FOR: **SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T.** on **FRIDAY MARCH 09 23, 2007** for the furnishing of the following for Maricopa County. Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 07009-RFP REQUEST FOR PROPOSAL FOR SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM ."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Request for Proposal must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

<div style="background-color:black; color:white">

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT http://www.maricopa.gov/materials. ANY ADDENDA TO THIS REQUEST FOR PROPOSAL WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

</div>

<div align="center">

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

DIRECT ALL INQUIRIES TO:

LONNIE CUNICO
PROCUREMENT OFFICER
TELEPHONE: (602) 506-3243

THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON FEBRUARY 13, 2007 at 10:00 A.M. AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:
http://www.maricopa.gov/materials/advbd/advbd.asp

</div>

VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID

Signature: **Date:**

TABLE OF CONTENTS

NO RESPONSE

Proposers not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602-258-1573.

MARK OUTSIDE ENVELOPE "SERIAL 07009-RFP"

Responses must be received **BY 2:00 P.M./M.S.T., FRIDAY, <u>MARCH 9 23, 2007</u>** Vendors failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL: **07009-RFP**   TITLE: **SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM**

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO PROPOSAL:

_____   Insufficient time

_____   Do not handle product/service

_____   Other: _____

_____

_____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL

M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

REQUEST FOR PROPOSAL FOR: SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION
BAR-CODING SYSTEM

1.0   **INTENT**:

   1.1   **PURPOSE**

With this Request For Proposals (RFP), the Maricopa County Sheriff's Office (MCSO) intends to partner with a vendor to purchase and implement a barcode-based evidence management system for the Property and Evidence Section. The software vendor will present an automated solution for evidence management and tracking, provide related barcode equipment and supplies, provide software implementation services, and conduct user training. The proposed system must have the ability to provide real-time interfaces with other applications. An existing software application requiring minimal customization is highly desirable.

At inception, there will be 15-20 concurrent users of the barcode-based evidence management system in MCSO's Property and Evidence and Scientific Analysis Sections. After full roll-out, we expect there will be 300-350 total users, including deputies, detectives, and other staff, at various locations linked via a wide area network.

The automated barcode-based evidence management system must securely and accurately log initial property invoice information. If appropriate, each impounded item must be linked to the item's owner information. The system must identify and describe submitted items of evidence, found property, and safekeeping property with an accurate chain of custody trail from the time of submittal or collection to time of final release, disposal or destruction. The system must support common evidence management, inventory, and audit activities including, but not limited to:

- Accurately identify storage locations;
- Track storage location changes;
- Print check-in and check-out receipts;
- Track chain of custody transfers;
- Print chain of custody records;
- Target items and cases for review;
- Print notices instructing officers to review the case status;
- Print various standard notification letters to owners;
- Sequence further actions based on elapsed days from previous actions;
- Compile item auction, diversion and destruction lists;
- Print lists of items identified as out to destinations (e.g., court, laboratory, etc.); and
- Log officer disposal and release authorizations.

For case integrity and security, the software system must support strictly enforced levels of authority to restrict employees from performing specific tasks without authorization. The system must maintain a complete audit trail of changed records, identifying the user entering records or making changes to existing records.

The ideal system will also provide an automated solution for tracking and managing the status of evidence items within the MCSO Scientific Analysis Section (commonly referred to as the Crime Lab). Functionality that will allow field officers to enter property data into the system, subject to acceptance by Property Room staff, is also highly desirable.

1.2   **APPROACH**

The Sheriff's Office intends to contract with a single vendor to provide software, hardware, maintenance, training, and integration services to deliver a solution that will replace the current paper-based evidence management process with a barcode-based evidence management system for the Property and Evidence Section operation. Ideally, the new system will have the ability to export data to desktop applications such as Microsoft Word, Excel, or Access.

It is expected that implementation of the system will be completed before September 1, 2007. Preference will be given to vendors whose proposals include software that is already in use, and has been successfully operating for a period of at least one year in a law enforcement agency of similar size and complexity to the Maricopa County Sheriff's Office.

Key outcomes expected from the project are to:

(a) Implement a barcode-based property and evidence management system for tracking, managing, and reporting on evidence from time of collection or submittal to final disposition;
(b) Establish an automated audit and inventory capability; and
(c) Automate the process for notifications to owners, officers, and other MCSO staff.

As part of this RFP, bidders are asked to provide pricing for a number of software options that may be implemented as part of the project. Examples are functionality for the Crime Lab and Field Officer Data Entry, as well as Reporting Software and Online Help. The project may also include a future interface with a field reporting server that will be part of MCSO's Records Management System (RMS). Vendors are also encouraged to propose alternative solutions to take advantage of technical and operational capabilities of their systems.

1.3   **OBJECTIVES**

Overall objectives of the barcode-based evidence management system project are to:

- Obtain a complete evidence management system tailored to the Sheriff's Office needs including all software, barcode hardware (except PCs and network), supplies, and implementation services.
- Implement a system that adheres to generally accepted evidence management principles.
- Automate and integrate current labor-intensive manual record-keeping processes.
- Remove as much paperwork and tedium as possible from the evidence management process.
- Increase the security, accuracy, and accessibility of evidence and evidence records.
- Provide management with statistical information concerning contents of the property room and on property room operations.
- Provide easy-to-use screen interfaces, particularly for routine functions such as entering data, finding item records, logging items in and out, etc.
- Eliminate redundant data entry and enhance current day-to-day operations by combining the various paper based manual functions into a single comprehensive automated system.
- Increase accountability for all money, guns, and drugs under the control of the Property and Evidence Section.
- Implement a system using commercially available software, requiring as little customization and software development as possible.
- Engage a vendor whose record of service and support shows that they are willing and able to support this critical application after implementation.

2.0 **SCOPE OF WORK:**

2.1 **BACKGROUND & PROCESS OVERVIEW**

The Maricopa County Sheriff's Office Property and Evidence Section operates from a secure centralized location which is dedicated to the storage and management of impounded evidence, found property, and safekeeping property. The Property and Evidence Section maintains detailed records of all property movement within its operation. This requires that strict controls be in place and be fully operational at all times with respect to the handling, security and disposition of impounded property.

During 2005, Sheriff's Office employees submitted an estimated 21,180 property invoices, listing over 40,000 impounded items to the Property and Evidence Section. Approximately 100 bags of excess prisoner property is destroyed each month. Currently, the Property and Evidence Section maintains active invoices dating back to 1954 (the oldest active case), it is roughly estimated there are more than 80,000 open invoices and over 1.5 million items currently under active management.

In 2005, the Property Management Division's Property and Evidence Section relocated to a 50,000 square foot facility, including administrative office space, specifically designed and constructed to facilitate the implementation of a barcode-based evidence management system. The new facility is designed around a bin storage system comprised of more than 26,000 bins of various sizes, which are located in the main warehouse area, large walk-in refrigerators and freezers, two large secured dual level mezzanine style rooms separating drug and gun storage, a large bank style money vault, and secure outside storage areas. Additionally, separately secured areas are set aside for property awaiting disposal, auction, or witnessed drug incineration.

2.1.1 **EVIDENCE**

Most items submitted to the property room are classified as Evidence. As such, much of the management of the evidence falls within the rules established by requirements of the Arizona Revised Statutes, the Rules of Criminal Procedure, and Sheriff's Office Policy.

The basic property and evidence flow begins with an officer who impounds evidence. The impounding officer individually packages each item of evidence and writes a case report identified by incident report number. The case report documents the circumstances resulting in the seizure of the evidence, and includes, among other things, the description, owner's name and address, and initial chain of custody for each evidence item. At that point, and up until the officer submits the evidence to Property and Evidence Section for storage, any changes of custody for evidence items are described in the case report. The officer then fills out a property invoice, which duplicates the information in the case report, including the impounded evidence description, owner information, and initial chain of custody.

Other officers involved in the case may also impound property under the same incident report number. Each officer is required to apply a sequential item number on the item packaging corresponding to the item number listed in the report and listed on the property invoice. Occasionally, the item number is duplicated by mistake. In order to prevent item number duplication, investigating officers, especially during search warrant situations, may assign a "block" of item numbers to individual investigators working the case.

The impounding officer must identify each item either as evidence, found property, or safekeeping property because each classification requires different actions and retention time periods. An incident report number, under which property invoices are filed, may involve impounding items of all three types of property classification.

Currently, impounded property is submitted to the control of the Property and Evidence Section in one of three ways:

- During business hours, the officer may bring evidence to the Property and Evidence Section, along with the property invoice. Evidence is submitted directly to an evidence specialist who checks the packaging, verifies each item is listed on the property invoice and examines the paperwork to ascertain if the property invoice is complete, including identification of each item's owner and listing the owner's complete address.
- After business hours, the officer may place the evidence, along with the Property invoice, into secured lockers in the Night Drop room located within the Property Management Division's Property and Evidence Section. The items will be checked in, if properly submitted, or a notice will be sent to the impounding officer to return and correct the errors.
- The most common method of submitting evidence to the Property and Evidence Section is for the officer to place the evidence and the property invoice in secured lockers in various outlying temporary evidence storage rooms such as patrol substations, SWAT, detectives, and Crime Lab. Property and Evidence personnel collect the evidence from the temporary storage lockers and transport it to the Property Management Division's Property and Evidence Section. If a correction by the impounding officer is necessary, the item is left in the possession of a Section Administrative Deputy, Crime Laboratory Administrative Assistant or Analyst to ensure correction and re-submittal.

Once the Property and Evidence Section accepts the item, it is placed in a storage bin and the bin's number and shelf location is noted on the property invoice. Under the current manual system, item location changes are problematic and the re-shelving of items temporarily signed out and then returned is a time consuming laborious effort, which is prone to error.

While the case is under investigation, and during the time that a case is being prosecuted, there are several reasons for the evidence to be temporarily released and then returned to the property room. Typically, evidence is taken out by an investigator for additional evaluation, the evidence may be released to a Crime Laboratory Analyst for forensic examination, or the evidence may be released to an officer so that the evidence can be presented during a court proceeding. Additionally, an officer may check the evidence out so that it can be "viewed" by attorneys. One general rule applies to the chain of custody documentation regarding the temporary release of evidence from the property room – the person who signs the property out is responsible for ensuring its security and the chain of custody documentation while it is out of the control of the Property and Evidence Section.

After the Property and Evidence Section accepts the evidence, any person authorized to take the evidence out of the Property Management Division Facility requires the chain of custody to be documented on the back of the property invoice, recording the individuals involved by signature and ID number, the date and time, and recording the reason the change in possession is taking place. The impounding officer, the assigned case agent, or an investigative unit's supervisor is responsible for ordering any changes of possession, such as arranging for the evidence to be released to the Crime Laboratory for examination, returning the item to the owner or releasing the evidence so it can be presented in court.

2.1.2   **FOUND PROPERTY**

A large percentage of items submitted to the Property and Evidence Section are classified as found property. Prior to submittal to the Property and Evidence Section, the impounding officer is required to attempt to identify possible owners. If there is no ownership information located, the property is impounded as Found Property and the impounding officer signs a release authorization (a block on the property invoice) allowing the property to be classified as unclaimed property upon expiration of a statutorily mandated 90 day time period. If, during the 90 days, an owner claims the property, the impounding officer or a detective assigned to the case may release the item to the owner after an examination of the claim.

Currently, the Sheriff's Office does not have the capability to allow investigating officers to query lists of Found Property held by the Property and Evidence Section. Basically, if an owner of lost property calls the Sheriff's Office to inquire if property has been found, it is unlikely the owner and the impounded found property would be matched up.

2.1.3   **SAFEKEEPING**

A substantial number of property items submitted to the property room are classified as Safekeeping Property. By definition, items submitted as Safekeeping Property must be associated with an owner, and the impounding officer normally signs an authorization for the Property and Evidence Section to immediately begin the process of sending a notice to the last known address of the owner. The owner notice, usually a preformatted postcard, advises the owner how to claim the item(s), supplies the incident report number to the owner, and includes the required notice that the item will be disposed of as unclaimed property if the item is not claimed within 60 days.

Another Safekeeping Property process involves guns impounded under the Domestic Violence statutes. In this case, the guns are not evidence. The impounding officer does not sign the release authorization and owner notices are not sent. At some point after the domestic violence situation is resolved, the impounding officer or assigned case agent signs a release authorization, and the owner notice is sent out by the Property and Evidence Section. If the owner does not claim the gun(s) within 60 days from the time the notice is sent, the gun(s) are classified as unclaimed property.

Yet another Safekeeping Property process involves items impounded as excess prisoner property. Usually, the impounding officer serves a notice upon the inmate advising the inmate to claim the excess property within 60 days, or arrange to have a responsible party claim the property if the inmate remains incarcerated. The notice describes the item(s) that will be considered unclaimed property if not claimed within 60 days. If the impounding officer fails to serve the notice, a notice is sent to the inmate's last known address (other than the jail).

2.1.4   **CASES FOR REVIEW**

The primary business of the Property and Evidence Section is to keep and preserve items of evidence; however, most of the work involves the effort to identify and purge items no longer needed as evidence. The first step in the process of purging unnecessary evidence involves obtaining a release authorization from the case agent. Basic considerations for a case agent authorizing the release, disposal, or destruction of evidence are:

- If the case is pending investigation, prosecution, or appeals, the evidence should be retained.
- If a case has been submitted to a charging agency, and especially if a conviction or a plea agreement has been obtained, that agency should be contacted to determine if evidence can be released.

- If the case does not fit the prosecuting agency's charging guidelines, if the statute of limitations has expired, or if the case has been cleared or inactivated without any possibility of future prosecution, the evidence should be released.

In order to target cases as early as possible for review by the case agent, the Property and Evidence Section receives the original prosecuting agency's Case Prosecution Final Disposition form directly from the prosecuting agency. The prosecuting agency's Case Prosecution Final Disposition Form includes instructions from the prosecutor authorizing the release of property, describes court ordered forfeiture of impounded property, and/or may order that the evidence be retained.

The Property and Evidence Section sends a copy of the Case Prosecution Final Disposition form to the investigating unit. If the Final Disposition Form indicates that impounded property can be released, copies of the related Property Invoices and a Property Release Authorization Worksheet are attached, asking the case agent to review the case and complete an Officer's Release Authorization form if appropriate.

Another way to target cases for review involves an aggressive annual review of open invoices. A great number of the cases in which impounded evidence is submitted to the property room do not result in criminal prosecution. Therefore, all decisions concerning the status of the property are the responsibility of the assigned case agent or the supervisor of the responsible investigative unit.

Since there is no triggering event to force a review of the case status, the Sheriff's Office has implemented an Officer Review process, which requires that all open cases in which evidence has been impounded be reviewed once a year after the property has been in the property room for longer than one year. In order to spread out the reviews, cases are selected from the property invoice files based upon the month the invoice was originally impounded.

The case agent, after ensuring the evidence is no longer needed, signs a Release Authorization and sends the form to the Property and Evidence Section. The signed Release Authorization triggers a variety of actions such as preparing and mailing notices to owners for personal property items which can be released to the owner, recording the date the notice to the owner was sent, conducting research to determine if the owners of guns seized as evidence are prohibited possessors, initiating the process to add the drug and contraband items to a witnessed destruction list, physically destroying items which have no value or are products of the investigation, adding forfeited items to auction or destruction lists, and initiating the release of RICO forfeitures to the appropriate agency. After the owner notifications are mailed, any notices returned as undeliverable are attached to the property invoice file.

If, after 90 days has elapsed, the owner does not claim personal property, or the owner's name or contact information is unknown, the property is classified as unclaimed and another series of actions is initiated. First, the items are personally inspected and a judgment is made concerning the value of the items. By statute, unclaimed personal property items other than currency that are valued at $25 or less may be destroyed, donated to charity, or diverted to the use of the Sheriff's Office. Items other than currency that are valued at greater than $25 must be processed for auction, diversion, or donation through an affidavit-driven process which results in a court order allowing the auction, diversion, or donation. All currency is transferred to the Clerk of the Court for deposit after a similar affidavit and court order process.

The records for items which are processed for auction are then evaluated to determine if the owner notification was successful. If the owner notice was returned as undeliverable, or the owner's name and mailing address is unknown, the information is compiled into a format to be published in the newspaper. If the owner notification was successful, or after 19 days has elapsed from the time the information was published in the newspaper, an affidavit is prepared.

The affidavit is a check box form with a list of similarly situated evidence items attached, often a list of several hundred property items. The completed affidavit is submitted to County Counsel. Each affidavit describes the circumstances under which the Sheriff's Office obtained the items, the efforts to notify the owners of the property, and asks for a judge to order that the items be transferred to the County Clerk's Office for auction. In the case of unclaimed currency, the order instructs the Sheriff's Office to transfer the currency to the Clerk's Office for deposit.

The physical process of transferring property to the Clerk's Office for auction begins after County Counsel obtains the signed court order. The Clerk's Office verifies all listed items are transferred directly from the property facility to the contracted auction vendor.

The Property and Evidence Section is responsible for updating the property invoice records to reflect the final disposition of each item when it has been released to the owner, destroyed, transferred to the Clerk's Office for auction or deposit, diverted to the use of the Sheriff's Office, donated to charity, or donated to a museum. Once every item listed on the invoice has a final disposition, the invoice is closed and moved into an inactive file. The original paper property invoices are kept for the established records retention period of two years. Before destruction, the property invoices are imaged, and the imaged records are added to the investigative case file.

The current manual system of gathering property invoices and item records to perform the above actions require removing property invoices from the files, stacking similarly situated invoices in piles to generate the labor intensive officer review notices, owner notices, prohibited possessor letters, destruction lists, affidavits, and a myriad of other tasks. The current manual process requires tediously repetitive attachments of tickler dates to the property invoices, and the retrieving and re-filing of property invoices each time an item is moved or status is changed. The manual process has become so burdensome that many actions, such as preparation of auction affidavits, are not being completed in a timely manner. The constant filing and refilling increases the potential for property invoices to become lost or misfiled.

2.2   **ISSUES / OPPORTUNITIES TO BE ADDRESSED**

Development and implementation of a barcode-based evidence management system provides a mechanism for the Sheriff's Office to resolve a number of problems and address opportunities to:

- Provide for timely completion of the final disposition of all property and evidence;
- Optimize use of storage space;
- Improve management of property movements within the property warehouse;
- Prevent any duplication of item numbers;
- Increase accountability for money, guns, and drugs under the control of the Property and Evidence Section;
- Reduce manpower requirements for owner & officer notification and reporting processes;
- Efficiently provide current and historic information and statistics;
- Perform accurate inventory audits;
- Implement appropriate theft and loss prevention controls; and
- Efficiently track lab submittal dates and analysis examination results.

2.3   **BUSINESS & WORKLOAD METRICS**

Refer to Exhibit 3 – Business & Workload Metrics

Exhibit 3 provides statistical information about the Maricopa County Sheriff's Office. These business and workload metrics were compiled so vendors can properly "size" the proposed solution.

2.4   **CURRENT WORKFLOW DIAGRAMS**

Refer to the following exhibits:

Exhibit 4 – Workflow Diagrams for MCSO Property & Evidence Section
Exhibit 5 – Workflow Diagrams for MCSO Scientific Analysis Section

These exhibits provide information in flow diagram format about current business processes within the Property & Evidence and Scientific Analysis Sections of the Sheriff's Office.

2.5   **PROPOSED FLOWS FOR PROPERTY DATA**

Refer to Exhibit 6 – Proposed Flows for Property Data

In the future, the Sheriff's Office intends to incorporate field reporting functionality into the existing Records Management System (RMS). This exhibit depicts anticipated flows for property data in the existing RMS and the new property and evidence management system before and after implementation of the field reporting solution.

2.6   **ADDITIONAL INFORMATION ON CURRENT PROCESSES**

Refer to the following exhibits:

Exhibit 7 – Listing of Current Reports & Forms
Exhibit 8 – Screen Shots from a previously used System

Exhibit 7 includes examples of the various manual forms and reports now used in the MCSO Property & Evidence and Scientific Analysis Sections. Exhibit 8 provides screen shots from the previously used property and evidence system (developed in-house) which was used to manage the officer notification process. Data from this application will <u>not</u> be imported to the new property and evidence management system.

2.7   **RESOURCES TO BE PROVIDED BY THE SHERIFF'S OFFICE**

The Maricopa County Sheriff's Office will provide the following resources, assistance, and support for project implementation:

<u>Staff</u>

- Project Manager who will act as the primary contact for the Contractor.
- Project Analyst who will work with the Contractor to develop scripts, access/security plans, training of end-users, and other data collection and analytical tasks.
- Database Administrator/Web Administrator who will be devoted to the project part-time as needed.
- Staff from Business Units to become trainers and to learn to create management reports and workflow.

<u>Facilities</u>

- Adequate office space for Contractor's staff in Sheriff's Office building(s).
- Phone service and Internet access will be provided for project staff.
- Training room with ten (10) or more seats for training trainers and/or end-users.
- The County will perform all facilities modifications and site preparation to accommodate the proposed system.

Facilitation:

- Sheriff's Office project staff will arrange for access to buildings and arrange interviews/walkthroughs, provide demonstrations of systems, make systems and procedures documentation available, answer questions, and generally facilitate the work of the project team.
- Sheriff's Office staff will collect information requested by the Contractor *up to the limit of the available staff time*.

Equipment and Network:

- All network-related upgrades, new network connections, and necessary cabling or network communications equipment will be provided by the Sheriff's Office.

2.8 **SCOPE OF SERVICES TO BE PROVIDED BY CONTRACTOR**

The Contractor shall provide all professional services required to build, test, and implement the proposed property management system. The selected vendor will not be responsible for network upgrades, since they will be handled by the Sheriff's Office. Contractor may add additional tasks to the work plan submitted with their proposal if additional tasks are required to provide the proposed solution.

Table 1: Professional Services and Deliverables

Tasks
1. <u>System Architecture</u>: Review the proposed conceptual architecture plan and develop a final architecture plan for the proposed system.
2. <u>Hardware</u>: Develop a final hardware plan for the Property & Evidence Section Bar-Coding System, including the configuration, specifications and quantities for servers, scanners, storage and back-up devices, and all other non-network equipment required to implement at all locations, as determined by on-site inspection and after review by Sheriff's Office technical staff. Install, configure, tune, and test the equipment. Test the operation of all components under simulated and actual operational conditions to ensure proper operation of all components.
3. <u>Software</u>: Develop a final software plan for the Property & Evidence Section Bar-Coding System, including the final end user license plan and the type and quantity of all related software licenses. Order, install, configure, test, and integrate all of the various components of the system, including server software and end-user software, DBMS, network operating system, management reporting, workflow, printing software and any other necessary software on servers, user workstations, and any other equipment. Included are the production system, plus any test/development and training systems, as required.
4. <u>Management Reports</u>: Provide management reporting software to report on property received, retrievals, disposals, workflow, and other production metrics. Train up to ten (10) end-users to develop new reports using the management reporting software.
5. <u>Training</u>: Develop a training plan and provide comprehensive train-the-trainer sessions for end-users in all aspects of operation, including data entry, bar-code scanning, workflow, retrieval, and any other necessary functions. Provide hands-on training for technical staff in all aspects of managing, configuring, operating and troubleshooting the software and hardware. Develop training manuals, on-line help, and technical documentation of the system (including a database schema) as it is set up and configured for the Sheriff's Office (in addition to manufacturer's

Tasks
documentation).
6. <u>Acceptance Testing</u>: Participate in various acceptance tests (functional, stress, load, etc.) jointly with MCSO. Rectify any problems in order to provide a fully operational system. Obtain from the Sheriff's Office Project Manager an official, signed document accepting the system ("Final System Acceptance").

2.9   **PROJECT COMPLETION CRITERIA / DELIVERABLES**

The minimum completion criteria for the implementation of the proposed Vendor's software will be as follows:

2.9.1   Delivery and successful installation of all hardware and operating system components.

2.9.2   Functional, integration, and stress acceptance testing satisfactorily completed for each application module and/or the entire system.

2.9.3   Documentation of business processes, end-user procedures, and completion of the training plan.

2.9.4   System interfaces completed and tested (internal as well as external).

2.9.5   Technical system management procedures documented and in place.

2.9.6   Documentation of the system roll-out/go-live plan completed.

2.9.7   System go-live achieved and system is successfully running in production mode.

2.9.8   Adequate transfer of knowledge has occurred to allow Maricopa County staff to independently use, manage, administer, upgrade, and enhance the Vendor's system as installed.

2.10   **BUSINESS & TECHNICAL SPECIFICATIONS**

Refer to Attachment D – Business & Technical Specifications

Attachment D contains a table with minimum business and technical requirements that will be used to evaluate the breadth and depth of the proposed product to meet current and potential future needs of the Sheriff's Office. Any additional functionality available in the vendor's standard product shall be provided to the Sheriff's Office at no added cost, even if the functionality is not specifically identified as a requirement in Attachment D. **The proposing vendor must clearly indicate responses based on the instructions in Attachment D.**

The following technical requirements and conditions also apply:

2.10.1   Wide Area Network – The proposed system must be able to operate in an environment that includes a network of systems and PC workstations. Currently, all MCSO systems can be accessed using TCP/IP on the County's Ethernet backbone.

2.10.2 Configuration – Proposing vendors shall be responsible for specifying minimum and recommended configuration requirements for all hardware and software needed for the proposed Property & Evidence Section Bar-Coding System. To the extent possible, the Sheriff's Office plans to use existing PC workstations and network printers; the vendor shall be responsible for providing all other hardware, software, barcode hardware, barcode supplies and equipment. However, Maricopa County reserves the right to purchase hardware, operating software, and/or supplies off existing contracts with other vendors.

2.10.3 Equipment Specifications – Vendors must provide complete and detailed specifications for the standard items of their solution, noting the following:

2.10.3.1 Include minimum specifications for the application server, PC workstations, network printers, barcode equipment and supplies.

2.10.3.2 Provide a listing of hardware systems and/or alternative equipment that are certified by the vendor for production use with the proposed Property & Evidence Section Bar-Coding System.

2.10.3.3 Equipment Manufacture – All hardware and software systems shall be of the latest manufacture and must be state-of-the-art. For compatibility, the system shall include only standard equipment and operating systems, thus avoiding any proprietary architecture.

2.10.3.4 System Growth – The proposed system shall be directly expandable by adding, not replacing hardware. The proposing vendor must describe how the Property & Evidence Section Bar-Coding System is expandable in terms of processors, main computer memory, disk drives, peripheral devices, etc.

2.10.3.5 Data Storage Requirements – Disk storage shall be sized so that all users have on-line access to historical information. The system must also provide and maintain on-line access to archived information as needed.

2.11 **DOCUMENTATION**

2.11.1 System Documentation – The vendor shall provide the Sheriff's Office with a minimum of three (3) sets of all available system documentation, preferably in electronic format. This documentation may be reproduced, at no cost to our office, for internal use only. Desired documentation includes, but is not limited to:

2.11.1.1 Database structure manuals/diagrams.

2.11.1.2 Operational instructions and procedures, including backup and recovery, troubleshooting, maintenance, downloading data for off-line storage, retrieving off-line data, purging files, etc.

2.11.1.3 Operating system manuals/diagrams.

2.11.1.4 Technical and user manuals for the system, including ad hoc reporting and queries.

2.11.1.5 Interface documentation, including diagrams, manuals, etc.

2.11.1.6 Any additional documentation the vendor considers applicable.

2.11.2 Samples – Samples of all documentation must be provided in the vendor's proposal to be used in the evaluation process.

2.11.3 System Support – The vendor shall provide detailed documentation on system support. Documentation must specifically cover, but is not limited to, the following:

2.11.3.1 Detailed explanation of system design, database structure, communications network structure, how to modify and/or add new programs, database schema, program-to-program interfaces, system interfaces/data feeds, and applicable mathematical models and algorithms.

2.11.3.2 Detailed explanation of operational backup, recovery, and restart procedures, diagnostics, how to add and/or modify functions of the operating system, and how to perform diagnostics on the operating system and address performance issues.

2.11.3.3 Identify and provide pricing and documentation for any performance tools that would assist in supporting the system, both hardware and software.

2.11.4 User Procedures – The vendor shall provide detailed documentation for all user procedures. This documentation shall include, but is not limited to, the features described within this RFP.

2.11.5 Reports – The vendor shall provide detailed instructions for printing, adding, and/or modifying reports. This documentation shall include, but is not limited to, the reports described within this RFP.

2.12 **MAINTENANCE, SERVICE, AND SUPPORT REQUIREMENTS**

2.12.1 Standard Response Time – The Maricopa County standard response time for system maintenance, service, and support is four (4) hours from the time a service call is initially placed to the awarded vendor. "Response" means the vendor's technician has arrived on-site, or, if the issue is being corrected from a remote location, the vendor's technician has returned Maricopa County's call with a report on action that is underway.

2.12.2 Pricing for Maintenance and Support – Firm, fixed rates shall be quoted in Attachment A – Pricing for on-going maintenance based upon the 4-hour standard response time. Proposing vendors are also encouraged to provide pricing information in Attachment A for maintenance alternatives (e.g., two-hour response time, 24-hour response time, different response times for weekends, holidays, etc.). Vendors must provide the following information within their proposal:

2.12.2.1 A thorough description of help desk services, including dial-in and/or web support, 24-hour/7-day support, and on-going maintenance options.

2.12.2.2 Method(s) for the Sheriff's Office to report maintenance issues (i.e., 800-number, 24-hour hotline support, e-mail, web, remote diagnostics, etc.).

2.12.2.3 A description of escalation procedures to be used when a reported problem is not immediately resolved.

2.12.3 Penalties for Non-Responsiveness – Liquidated damages shall be assessed against the awarded vendor in the event that they are not responsive to requests for maintenance and support requirements. The amount of damages will be deducted from any monies owed to the vendor by the County. However, if no money is owed to the vendor by the County, then the vendor must reimburse the County for damages.

2.12.3.1 Late Response – For failure to respond within the contracted time (two hours, four hours, etc.), one hundred dollars ($100) per hour will be assessed until the vendor responds.

2.12.3.2 Excessive Downtime – For excessive downtime, beyond the standard uptime required for system acceptance, one thousand dollars ($1,000) per day will be assessed against the vendor until the system is operational.

2.13 SUPPORTABILITY REQUIREMENTS

2.13.1 Staff Requirements – The Vendor shall clearly outline in its proposal the educational and technical skills needed of Sheriff's Office employees to maintain and program the proposed system.

2.13.2 Equipment – The vendor is required to provide a list of any test or diagnostic equipment required to maintain the hardware. The vendor must also provide itemized pricing information for this equipment in Attachment A. The Sheriff's Office may purchase the equipment as part of the system or exercise the option to obtain the equipment through other sources.

2.13.3 Source Code – The vendor must provide a means for the Sheriff's Office to receive source code for the software application purchased, should the vendor fail to support their products, be sold, merge, or go out-of-business.

2.13.4 Software Releases – The vendor must provide information about the number of versions/releases of the application software that will be supported (i.e., the vendor's most current release and how many prior releases).

2.14 TRAINING REQUIREMENTS

Vendors must propose a training plan designed to meet the needs of the Maricopa County Sheriff's Office during the project implementation. The training plan may include on-site training, web-based training, train-the-trainer sessions, or any combination of services that will fulfill training needs.

2.14.1 Training Plan Considerations – The following information shall be addressed in the proposing vendor's training plan:

2.14.1.1 MCSO will provide locations and workstation equipment for on-site training. Proposed class sizes will be 10-15 persons per class, with locations and dates to be determined by MCSO.

2.14.1.2 In addition to Property & Evidence and Crime Lab staff, Field Training Officers (FTOs), command staff and/or others may require training during system roll-out. The vendor shall recommend an appropriate and cost-effective method for addressing this need. "Train-the-Trainer" may be an acceptable approach.

2.14.1.3 Up to three system administrators will need specialized technical training to support the system. This training can be provided either on-site or off-site at the vendor's location. Vendors must clearly specify the location for this training in their proposal, as well as per person and/or per day pricing options.

2.14.1.4 Vendors shall include any other types of training that may be useful in system roll-out and implementation.

2.14.2   Pricing – Pricing for the training plan and/or alternatives must be provided in Attachment A – Pricing. The vendor must identify the minimum number of training hours that will be provided as part of the base package. In addition, vendors must provide the following information within their proposal:

    2.14.2.1 Lesson plan(s) for the various training sessions.

    2.14.2.2 The number of hours included in each training session, along with pricing on a per-person, per-hour, per-day, and/or per-session basis.

    2.14.2.3 Pricing must include all applicable training materials so that each "student" receives his/her own copy of these materials. Additional copies of training materials may be made by MCSO for internal use only.

2.14.3   Instructors – Training must be conducted by qualified instructors. Instructors shall ensure that each participant has a clear understanding of the material covered during the training session and is capable of performing the various functions unassisted. Vendors shall include a list of applicable personnel who will train Sheriff's Office employees, and the qualifications of each trainer.

2.15   ACCEPTANCE

Acceptance testing is intended to ensure that the system provided hereunder operates in substantial accord with Sheriff's Office specifications, is adequate to perform as warranted by Proposer, and evidences a satisfactory level of performance reliability, prior to its acceptance by the Sheriff's Office. The following test and/or verification procedures will be required prior to final acceptance:

Verification Step One: All System components will be signed for by authorized Sheriff's Office personnel. Such acknowledgement will be given when system is received without evidence of mishandling. Step One will only provide proof of delivery of all contract deliverable items.

Verification Step Two: When each deliverable item is installed, it will be checked for completeness and, when stand alone operation is practical, such an operational test will be conducted. Authorized representatives of the Sheriff's Office will sign off on this step. Non-system items such as documentation, training materials etc., will be acknowledged when received.

Verification Step Three: Upon completion of installation, vendor will conduct a comprehensive demonstration of the total system operation. This demonstration will be observed and successful compliance with the contract provisions will be acknowledged by authorized representatives of the Sheriff's Office.

Specific, mutually agreed upon acceptance criteria for successful system operation and implementation, including knowledge transfer, will be established before contract award, taking into consideration Sheriff's Office specifications and the Proposer's documentation. The Proposer shall be required to participate fully with appropriate Sheriff's Office personnel in testing the functionality and capability of the proposed system to ascertain conformance with the acceptance criteria agreed upon.

If the system does not meet the standards of performance covered in this Request for Proposal, within ninety (90) days after the start of the acceptance testing, the Sheriff's Office shall have the option to request a replacement system, extend the performance period, and/or terminate the order (or portions thereof) and seek appropriate relief. The County's options shall remain in effect until such time as the system meets the performance criteria, or 180 consecutive days after the start of the acceptance testing, whichever occurs first.

Upon successful completion of the performance period, the system shall be deemed accepted and the warranty period begins. All documentation shall be completed prior to final acceptance.

2.16 **PROJECT SCHEDULE**

2.16.1 Gantt Chart – Bidders shall provide a proposed project schedule in Gantt chart or similar format detailing implementation tasks to be accomplished. At minimum, the following major tasks and milestones must be included in the proposed project schedule:

- Delivery of Hardware and Operating Software
- Installation of Hardware and Operating Software
- Delivery of Application Software
- Installation of Application Software
- System Interfaces (if any)
- Acceptance Testing
- User Training
- Go-Live
- Others Tasks (as applicable)

Proposers are encouraged to provide additional milestones and detail, at the task level, to demonstrate their technical knowledge and project management ability.

2.16.2 Progress Meetings – The successful bidder must participate in periodic meetings to report on and review progress of the project with management and/or the project team. At minimum, these meetings will be held monthly, although more frequent meetings may be held if deemed necessary by the Sheriff's Office Project Manager.

2.17 **DELIVERABLES AND PAYMENT SCHEDULE**

With the exception of training and/or consulting services, progress payments will be made to the successful bidder in accordance with the following schedule. Training and/or consulting services are to be billed after services have been delivered. In order for payments to be processed, Maricopa County requires that the successful bidder submit an invoice that references the appropriate purchase order number and accurately describes products and/or services provided.

20%	Upon successful installation of the Hardware and Operating System
20%	Upon successful implementation of the Bar-Coding System Application Software
20%	Upon successful completion of Customizations (including data migration, system interfaces, and/or other customized options)
20%	Upon successful completion of Acceptance Testing and Verification Procedures as defined in Section 2.15 above
20%	Upon completion of thirty (30) days successful system operation in a production environment (i.e., after go-live)

The Maricopa County Sheriff's Office will be the sole judge of whether or not the Property and Evidence Bar-Coding System meets the requirements for successful installation, implementation, and/or completion. If the Sheriff's Office determines that the system does not meet a requirement, the vendor may request a written description of the way in which the system's performance is unsatisfactory, in order that the vendor may correct the system's deficient performance.

2.18 **WARRANTY**

2.18.1 All warranties shall be submitted as part of the proposal. The vendor shall warrant that all work done and all materials furnished by either the vendor or by its subcontractor(s) or representative(s) as a part of or in conjunction with the Property & Evidence Section Bar-Coding System and the work, specifically including but not limited to software, hardware, implementation, and documentation shall be of good workmanship and quality, free from all defects in design, content, workmanship or materials for a period of at least one (1) year from date of final system acceptance by the Maricopa County Sheriff's Office.

2.18.2   Additionally, the vendor shall guarantee support for the hardware, operating system, database management system, and application software for a minimum of five (5) years from the date of final system acceptance.

2.18.3   The vendor shall specifically address its warranty correction process. The vendor shall specify problem tracking procedures, including the method for the Sheriff's Office to follow-up on previously reported problems and the method used in closing a problem.

2.18.4   The vendor must provide a proposal for extending software maintenance for a minimum of five (5) years beyond the one year warranty period. The maintenance proposal shall also include but not be limited to the stipulations and conditions identified in the above warranty section.

2.19   **BACKGROUND CHECKS**

CONTRACTOR'S staff, including any subcontractor(s) or other representative(s), providing services under this Contract must undergo a background check to be performed by the Maricopa County Sheriff's Office and/or other law enforcement agencies. No persons shall be allowed to work on this project until they have successfully completed the required background check.

2.20   **DELIVERY**

It shall be the Contractor's responsibility to meet Sheriff's Office delivery requirements, as called for in the agreed upon Project Schedule. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.21   **FACILITIES**

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.22   **INVOICES AND PAYMENTS**

2.22.1   **The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**

2.22.1.1   Company name, address and contact
2.22.1.2   County bill-to name and contact information
2.22.1.3   Contract Serial Number
2.22.1.4   County purchase order number
2.22.1.5   Invoice number and date
2.22.1.6   Payment terms
2.22.1.7   Date of service or delivery
2.22.1.8   Quantity (number of days or weeks)
2.22.1.9   Contract Item number(s)
2.22.1.10   Description of Purchase (product or services)
2.22.1.11   Pricing per unit of purchase
2.22.1.12   Freight (if applicable)
2.22.1.13   Extended price
2.22.1.14   Mileage w/rate (if applicable)
2.22.1.15   Arrival and completion time (if applicable)
2.22.1.16   Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.22.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).

2.22.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.23 **TAX: (SERVICES)**

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.24 **TAX: (COMMODITIES)**

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determine low price.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 **CONTRACT TERM**

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a one (5) Five year period.

3.2 **PRICE ADJUSTMENTS**

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract annual anniversary. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.3 **INDEMNIFICATION AND INSURANCE**

3.3.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

3.4 **INSURANCE REQUIREMENTS**

Contractor, at Contactor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contactor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

3.4.1   Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than $1,000,000 for each occurrence, $2,000,000 Products/Completed Operations Aggregate, and $2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

3.4.2   Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

3.4.3   Workers' Compensation:

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit.

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.4.4   Certificates of Insurance.

3.4.4.1   Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **County** fifteen (15) days prior to the expiration date.

3.4.4.2   Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.5 **BOND REQUIREMENT**

Concurrently with the submittal of the Contract, the Contractor shall furnish the Contracting Agency the following bonds, which shall become binding upon the award of the contract to the Contractor.

(A)   A Performance Bond equal to the full Contract amount conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.

Each such bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

Each bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bonds shall not be executed by an individual surety or sureties. The bonds shall be made payable and acceptable to the Contracting Agency. The bonds shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bonds shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.6 **SCHEDULE OF EVENTS**

Request for Proposals Issued: JANUARY 25th, 2007
Deadline for written questions (48) hours after Pre-Proposal meeting). No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to (Lonnie Cunico cunicol@mail.maricopa.gov) and be received by 5:00 p.m.Arizona time. All questions and answers will be posted to www.maricopa.gov with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on MARCH **23** ~~9~~[th], 2007.All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review of Proposals and short list decision: ~~MARCH 23~~[rd]~~,~~ **April 07,** 2007

Proposed Respondent presentations: (if required)   ~~WEEK of~~ APRIL 2nd, 2007

Proposed selection and negotiation: ~~WEEK of~~ APRIL 9th~~,~~ 2007

Proposed Best & Final (if required)   ~~WEEK of~~ APRIL ~~16~~[th], 2007

Proposed award of Contract: MAY 16th , 2007

All responses to this Request for Proposal become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the County.

3.7 **INQUIRIES AND NOTICES**

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

LONNIE CUNICO, PROCUREMENT OFFICER, 602-506-3243
(cunicol@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8 **INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS**

Respondents shall provide one (1) original hard copy (labeled) and (5) FIVE hardcopy copies of their proposal, plus two (2) electronic copies, including pricing (Attachment A Shall be in Excel format, NO pdf files), on CD. **Respondents shall address proposals identified with return address, serial number and title in the following manner:**

Maricopa County Department of Materials Management
320 W. Lincoln St.
Phoenix, AZ 85003

SERIAL 07009 – RFP
SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM

Proposals must be signed by an owner, partner or corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred fifty (150) days after the RFP closing date.

3.9 **EXCEPTIONS TO THE SOLICITATION**

The Respondent shall identify and list all exceptions taken to all sections of 07009 – RFP and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 07009- RFP**." Exceptions that surface elsewhere and that do not also appear under the heading, "Exceptions to the PROPOSAL Solicitation, SERIAL 07009- RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, determine the proposal non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.10 **GENERAL CONTENT**

The Proposal should be specific and complete in every detail. It should be practical and provide a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this Request for Proposal but should outline any additional services and their costs if the Respondent deems them necessary to accomplish the program.

3.11 **FORMAT AND CONTENT**

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below: (Responses are limited to 200 pages, single sided, 10 point font type).

3.11.1 Table of Contents

3.11.2 Letter of Transmittal (Exhibit 2)

3.11.3 Executive Summary – This section shall contain an outline of the general approach utilized in the proposal.

3.11.4 Proposal – This section should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing respondent's best offer.

3.11.5 Qualifications – This section shall describe the respondent's ability and experience related to the programs and services proposed. All project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, an estimate of the time each would devote to this program, and other pertinent information.

3.11.6 Proposal exceptions

3.11.7 Other data

3.11.8 Attachment A (Pricing) (Excel format only)

3.11.9 Attachment B (Agreement Page)

3.11.10 Attachment C (References)

3.11.11 Attachment D (Business & Technical Specifications Matrix)

3.12 **EVALUATION OF PROPOSAL – SELECTION FACTORS**

A Proposal Evaluation Committee shall be appointed, chaired by the Procurement Officer to evaluate each Proposal. At the County's option, Respondents may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Respondent(s). Proposals will be evaluated on the following criteria which are listed descending order of importance.

3.12.1 Compliance with Business and Technical Specifications.

3.12.2 Training Proposal

3.12.3 Vendor experience and demonstrated technical capability.

3.12.4 Price.

3.12.5 Project staff and allocation of hours.

3.13   **VENDOR PRESENTATIONS**

As part of the technical evaluation process, the County may invite overall highest scoring vendors to demonstrate their proposed system. As part of the demonstration, Maricopa County will provide canned/scripted scenarios. Each vendor will be required to show how their proposal solves the scenario. In addition, vendors shall have a functioning system available for after the demonstration period for hands on testing and evaluation. Presentation times will be arranged by the County Procurement Officer responsible for this RFP.

3.14   POST AWARD MEETING

The successful Respondent(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.

SERIAL 07009-RFP
PRICING SHEET: NIGP 20855/C703511 B0700226
BIDDER NAME: _____
VENDOR # :   _____
BIDDER ADDRESS: _____
P.O. ADDRESS: _____
BIDDER PHONE #:   _____
BIDDER FAX #:   _____
COMPANY WEB SITE: _____
COMPANY CONTACT (REP): _____
E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: _____ YES _____ NO

ACCEPT PROCUREMENT CARD: _____ YES _____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: _____ YES _____ NO _____ % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: _____ YES _____ NO _____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: _____YES _____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____	2% 10 DAYS NET 30	_____
NET 15	_____	1% 10 DAYS NET 30	_____
NET 20	_____	2% 30 DAYS NET 31	_____
NET 30	_____	1% 30 DAYS NET 31	_____
NET 45	_____	5% 30 DAYS NET 31	_____
NET 60	_____		
NET 90	_____		

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE:_____%

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:
_____ NEWSPAPER ADVERTISEMENT
_____ MARICOPA COUNTY WEB SITE
_____ POSTAL MAIL PRE-SOLICITATION NOTICE
_____ E-MAIL PRE-SOLICITATION NOTICE
_____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON SAME CD AS PROPOSAL AND FORMATTED IN EXCEL '2003. RESPONSE WILL NOT BE ACCEPTED
WITHOUT THE ACCOMPANYING CDs IN YOUR SUBMITTAL. ANY RESPONSE NOT CONTAINING THE REQUIRED CDs MAY BE CONSIDERED NON-
RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

1.0 PRICING

PRICE CATEGORY	ORIGINAL INSTALL	ON-GOING MAINTENANCE &/OR SUPPORT				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1.1 Hardware Components: (List Below)						
NOTE: Provide Unit Prices for Barcode items on next page						
	$ -	$ -	$ -	$ -	$ -	$ -
LESS: DISCOUNT						
ADD: SALES/USE TAX						
TOTALS HARDWARE:	$ -	$ -	$ -	$ -	$ -	$ -
1.2 Software -- Base Products:						
Property & Evidence Tracking Softw	$ -	$ -	$ -	$ -	$ -	$ -
Operating SW (if not included above	$ -	$ -	$ -	$ -	$ -	$ -
1.3 Software -- Optional Items:						
Crime Lab Module	$ -	$ -	$ -	$ -	$ -	$ -
Officer Data Entry Module	$ -	$ -	$ -	$ -	$ -	$ -
Reporting Software	$ -	$ -	$ -	$ -	$ -	$ -
Customized Online Help Software	$ -	$ -	$ -	$ -	$ -	$ -
OTHER:	$ -	$ -	$ -	$ -	$ -	$ -
OTHER:	$ -	$ -	$ -	$ -	$ -	$ -
LESS: DISCOUNT						
ADD: SALES/USE TAX						
TOTALS SOFTWARE:	$ -	$ -	$ -	$ -	$ -	$ -

PRICE CATEGORY

1.4 UNIT PRICES FOR BARCODE EQUIPMENT: (include Model #, etc.)

1.5 UNIT PRICES FOR BARCODE SUPPLIES: (include Quantity per Box, Size, Ordering #, etc.)

1.6 UNIT PRICES FOR OTHER EQUIPMENT: (Signature Capture Devices, etc.)

1.7 PRELIMINARY ESTIMATES FOR CHARGEABLE ITEMS:

Please provide preliminary estimates for specifications noted as "Chargeable" in Attachment D of the RFP. Reference the specification number and include an estimate of hours required to complete the item.

Hourly Rate for Custom Programming or Other Service $ -

TOTALS -- CHARGEABLE ITEMS:	$ - $ - $ - $ - $ - $ -

PRICE CATEGORY

1.8 Recommended Training Plan: (Include all requirements listed in Section 2.5 of the RFP)

Please describe each class proposed, including who should attend each class, the number of hours per class, the number of students per class, and the cost for each class. All training classes will be held at Maricopa County facilities.

TOTALS -- RECOMMENDED TRAINING:	$ - $ - $ - $ - $ - $ -

ATTACHMENT A
PRICING

1.9 Optional Training: (Describe)

TOTALS -- OPTIONAL TRAINING:	$	- $	- $	- $	- $	- $	-

PRICE CATEGORY							
1.10 Hardware Maintenance Option(s):							
TOTALS -- H/W MAINTENANCE OPTIONS:	$	- $	- $	- $	- $	- $	-
1.11 Software Support Option(s):							
TOTALS -- S/W SUPPORT OPTIONS:	$	- $	- $	- $	- $	- $	-

ATTACHMENT B

AGREEMENT

Respondent hereby certifies that Respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Offer will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT http://www.maricopa.gov/materials. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
_____ Women-Owned Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

_____   _____
RESPONDENT SUBMITTING PROPOSAL   FEDERAL TAX ID NUMBER

_____   _____
PRINTED NAME AND TITLE   AUTHORIZED SIGNATURE

_____   _____
ADDRESS   TELEPHONE   FAX #

_____   _____
CITY   STATE   ZIP   DATE

 WEB SITE: _____   EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____   _____
     DIRECTOR, MATERIALS MANAGEMENT   DATE

BY: _____   _____
     CHAIRMAN, BOARD OF SUPERVISORS   DATE

ATTESTED:

_____   _____
CLERK OF THE BOARD   DATE

APPROVED AS TO FORM:

_____   _____
DEPUTY MARICOPA COUNTY ATTORNEY   DATE

ATTACHMENT C

PROPOSER REFERENCES

FIRM SUBMITTING PROPOSAL: _____

Organization Name & Address	Name of Contact Person, Phone #, Fax #, & E-Mail	Number of ~~Cases/Year,~~ Property Items, & Employees (if available)		Sys. Implementation: Start Date End Date		Additional Comments
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				
		# ~~Cases/Year~~: # Prop. Items: # Employees:				

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
1.0	**General**		
1.1	**MANDATORY**		
1.1.1	System provides the ability to link related records and show the relationship between records		
1.1.2	Standardized queries and reports are available in each module		
1.1.3	Records can be added and/or edited		
1.1.4	Allows for special flagging of items or cases to indicate some type of action, such as review or destruction		
1.1.5	Application is "user friendly" – inexperienced computer operators can use and understand the system with minimal training		
1.1.6	Allows for data export into other PC software products, e.g., Microsoft Excel or Access		
1.1.7	"Open" system that is ODBC compliant		
1.1.8	Uses relational database management technology		
1.1.9	Runs on a preemptive multi-tasking operating system		
1.1.10	Offers an enterprise level database with adequate storage to manage a large law enforcement agency		
1.1.11	Allows for archiving of records (removal from the active database) at intervals determined by MCSO		
1.1.12	Records that were previously archived can be completely restored into the active database		
1.1.13	Proposed software operates on servers using Windows 2000 or higher operating system		
1.1.14	System is capable of printing using TCP/IP		
1.1.15	Proposed software is a 32-bit product compatible with Microsoft 2000, XP, and any subsequent releases		
1.1.16	System operates in "real-time," updating files as transactions occur; Any batch operations are clearly defined		
1.1.17	System administrator can add, change, and/or delete individual users and user roles		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
1.1.18	System includes basic data edits and validation appropriate for the application. This includes, but is not limited to, range and tolerance edits, value edits, completeness and consistency edits, alpha and numeric edits, cross-edits, system edits, etc. A few examples are: • Numbers cannot be entered into a name field • Date field will not allow an invalid date (02/30/05) • Standard time field (minutes-seconds) cannot be greater than 59 minutes, 59 seconds • Numeric field does not allow alpha characters • All required fields must be entered • Value for Date of Birth field cannot be > today • If a value exists in a City field, then there must be a value in the State field • Value entered for Zip Code must match values allowed for the State entered		
1.2	**DESIRABLE**		
1.2.1	System has a void mechanism with a complete audit trail, and does not allow a deletion of a record		
1.2.2	System allows MCSO users to see details for all void records		
1.2.3	Application is of modular design, such that: • Any module can operate as a "stand-alone" system, AND • When component modules are used together, functionality is fully integrated		
1.2.4	System remains functional while back-ups are completed		
1.2.5	System is "non-proprietary"		
1.2.6	System provides audit reports to identify possible duplicate records		
1.2.7	System provides user-defined fields		
1.2.8	MCSO System Administrator can add new fields to the database (in addition to any user-defined fields available), place these fields into existing screen formats, and add on-line help appropriate for each new field		
1.2.9	Application provides viewing capabilities showing limited, read-only information, keeping record of who is viewing and the date/time the information was viewed		
1.2.10	System can operate on a wireless network		
1.2.11	Application provides a wireless inventory option to permit instant recognition of items that are misplaced into or missing from an inventory location		
2.0	**User Interface**		
2.1	**MANDATORY**		
2.1.1	Graphical User Interface (GUI) with a look and feel similar to Microsoft Windows™		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
2.1.2	System is menu driven with short-cuts, commands, function keys and/or similar "hot keys" that allow users to jump quickly to other screens or tasks		
2.1.3	Toolbars or menus are appropriate for the displayed screen		
2.1.4	Provides drop-down lists for frequently used codes which will be protected from invalid data entry by using values from a lookup table of codes.		
2.1.5	Allows users to enter data both by mouse click selection from drop down lists and by "type ahead." (finding the entry by typing the first few letters of a valid entry)		
2.1.6	System protects users from accidentally deleting records and confirms changes or edits to a record		
2.1.7	System has the ability to minimize and maximize all screens		
2.1.8	Users with appropriate Security permissions can add, delete, change codes and values from all "drop-down" tables		
2.1.9	Users can print a list of the codes and values from all "drop-down" tables		
2.1.10	System functions are accessible by keyboard entry or mouse click		
2.2	DESIRABLE		
2.2.1	System provides options, shortcuts, or coding reduction techniques to significantly reduce the amount of data entry required on transactions and the likelihood of data entry errors		
2.2.2	Fields are easily populated during data entry: • System defaults certain fields to most commonly used value (e.g., State field defaults to Arizona) • Allows for "smart fill" of fields while entering partial words		
2.2.3	MCSO System Administrator can specify field placements on data entry and/or query screens and movement of the cursor among them		
2.2.4	System provides the ability to easily copy similar case items and only change those fields which are different		
2.2.5	MCSO System Administrator can designate each field as "optional" or "required"		
2.2.6	If invalid data is entered, the system provides on-line help showing valid entries and/or data ranges and format		
2.2.7	If invalid data is entered, the system warns the user and does not allow the data to be saved to the database		
2.2.8	On-line help is: • Available down to the field level • Searchable by topic or key word • Linked to related references		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
2.2.9	Context sensitive on-line help is: • Pertinent to the current task • Accessible by a hotkey and/or minimal keystrokes or mouse-clicks • Provides prompts and instructions to aid the user		
2.2.10	MCSO System Administrator can add personalized text for online help		
2.2.11	System provides mouse-over (or hover) field "help"		
2.2.12	Users can have multiple windows open concurrently		
2.2.13	Each user has the ability to personalize the "drop-down" fields to display and select items either by code or by value		
2.2.14	All drop-down fields, when displayed on a screen, can be viewed with the full literal description, code value, or both		
2.2.15	Data entered at a single point is automatically propagated into other system modules		
2.2.16	System has single screen or tabbed screens for data entry which do not require menu selections to navigate		
2.2.17	MCSO can set default values for the retention period of an item based on the offense code or category (felony, misdemeanor, etc.), with the ability to overwrite the code		
2.2.18	Automatic validation is done on data elements when possible (e.g., dates within bounds, correct format, etc.)		
2.2.19	After selection of a record, additional detail can be displayed without leaving the current screen		
2.2.20	If the user types letters into a look up table field that does not begin with one of the valid entries and presses tab or clicks on another field, the system will open the drop down list and highlight the position to the entry that most nearly matches what the user has entered		
2.2.21	Each user has the ability to set the default screen to which the application opens when the user logs on		
2.2.22	System has the ability to provide authorized users viewing capabilities via a browser. This capability is accessible by means of Microsoft Internet Explorer version 6.0 or higher		
2.2.23	System provides the ability for an officer in the field to enter data onto a laptop not connected to the network and at a later time connect to the network and download the data into the application		
2.2.24	System has electronic signature functionality for approvals and sign-offs		
3.0	**Property & Evidence Management**		
3.1	**MANDATORY**		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
3.1.1	Captures all necessary data elements, including but is not limited to the following: • Common case number • DR #(Incident number) • Deputy name • Property type • Brand name • Model • Model year • Serial number • Size • Color • Owner-applied identification • Descriptive characteristics (rusted, dented, etc.) • UCR code (clothing, consumable item, firearms, etc.) • Quantity and measurement unit (gram, ounce, etc.) • Storage location and agency identification number • Status • Location and date recovered/found/seized • Responsible agency and officer • Owner's name • Owner's address and phone		
3.1.2	Tracks data about property recovered, stolen, lost, found, seized, etc., and shows why each property item is in the system (evidence, attached by civil officers, etc.)		
3.1.3	Provides a chain-of-custody record for each property item		
3.1.4	System has the ability to easily duplicate a change-of-custody entry for items under the same tag		
3.1.5	When the transfer of an item occurs, the system captures the location, person taking custody, reason for transfer, date and time, and responsible custodian		
3.1.6	When using a PDA (Pocket PC) or similar device, system validates inventory locations during moves, transfers, and/or inventory of property items		
3.1.7	Provides the ability to print out and record a receipt for each chain of custody transaction		
3.1.8	Provides an interface to support full bar-coding features including printing, scanning of bar code labels, and use of a hand-held reader or PDA (pocket PC)		
3.1.9	Allows for coding of items by type so that all items of the same type are entered in the same manner		
3.1.10	Provides a feature to avoid duplicate entry of information on the same property item		
3.1.11	Allows users to query for property under various identifiers, such as item type, serial number, brand, model, evidence identification number, owner name, etc.		
3.1.12	Keeps a history of evidence transactions, including who handled each item, where it is stored, etc.		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
3.1.13	Allows multiple evidence records to be changed in a single transaction		
3.1.14	The system has inventory audit capability using barcode technology		
3.1.15	Based on the data scanned during the inventory audit, system can produce exception reports such as: • Item that is in the wrong bin location • Item that should be in a certain bin and is not • Items not in the property room altogether that should be		
3.1.16	Provides the ability to print a receipt for transfers		
3.1.17	Portable data devices operate using a current OS platform		
3.1.18	Software in the portable devices is easy to operate and permits the user to: • Move items within the property room • Transfer items out and back from the property room • Collect inventory data as part of the physical inventory • Replace damaged labels found in bin locations • Capture a skeletal record of evidence items in the field, e.g. at a search site		
3.1.19	Provides a variety of reports, including but not limited to: • Listing of all property associated with an incident • History of custody transfers for any property item • List of items due for release or disposal • Statistical reports • Summary of property released, forfeited, destroyed, etc.		
3.1.20	Tracks and manages evidence inventory, including lost property and property stored at satellite locations		
3.1.21	Provides for e-mail notification for situations such as: • Reviews to investigators and their supervisors • To notify crime lab there is evidence to be retrieved • Checked out property after a specified time period has passed		
3.1.22	Provides functionality to track currency received, released, and/or transferred to a bank		
3.1.23	Proposed system can process transactions in accordance with the flow diagrams in Exhibit 4 of the RFP		
3.1.24	Proposed system captures data elements located on the current MCSO Property forms and reports listed in Exhibit 7		
3.2	**DESIRABLE**		
3.2.1	System displays total number of items, amount per item, and cumulative amount of items for each case		
3.2.2	System has a "holding" area so field officers can enter evidence reports directly into the system, but without becoming part of the active database until reviewed and approved by authorized property personnel		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
3.2.3	System provides functionality to capture and store an electronic image of a signature		
3.2.4	Provides the ability to print an electronic signature on a hardcopy receipt		
3.2.5	Provides the ability to print an electronic signature on a chain of custody report		
3.2.6	Portable data devices incorporate a color screen (to allow for future upgrades and easy screen readability)		
3.2.7	Portable data devices have a backlight and/or lighted buttons for ease in viewing where lighting is limited		
3.2.8	Application provides a means for entering data required for firearms tracing by the Bureau of Alcohol Tobacco and Firearms		
3.2.9	System can generate the "Crime Gun Information Referral/Request Form" required by the ATF		
3.2.10	Provides a means for automatic electronic transmission of firearms trace information to the ATF		
3.2.11	System provides the ability to print an identification tag for each item an officer in the field enters to replace the officer having to write the information on the evidence packaging		
3.2.12	System allows for the use of either pre-printed or printer generated barcode labels		
3.2.13	Barcode labels include the name "MCSO" and the human readable representation of the barcode number		
4.0	**Crime Lab (OPTIONAL MODULE)**		
4.1	**MANDATORY**		
4.1.1	System provides the ability to designate services to be performed on each item submitted		
4.1.2	System provides the ability to record information about photographs taken by the crime scene unit and maintained as evidence, linking them to other evidence items, even if they are not stored with other property		
4.1.3	System has the ability to track samples independent of a parent or as part of a parent		
4.1.4	System provides an electronic repository of analysts' notes for items or cases		
4.1.5	Provides the ability to eliminate duplicate data entry with the Property room		
4.1.6	System has document management functionality to attach objects such as video, sound, text, and photos to cases and reports		
4.1.7	System provides functionality to handle case management tasks such as workload, assignments, reviews, approval, scheduling, etc.		
4.1.8	Records for evidence examined by multiple laboratories can be found when searching by defendant, victim, and/or incident number		
4.1.9	System uses familiar terminology and formats to make it easier for staff to learn		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
4.1.10	Users can view or print lists of current open requests (lab examinations pending or in progress) by unit, analyst, priority, etc.		
4.1.11	Proposed system can process transactions in accordance with the flow diagrams in Exhibit 5 of the RFP		
4.1.12	Proposed system captures data elements located on the current MCSO Crime Lab forms and reports listed in Exhibit 7		
4.2	DESIRABLE		
4.2.1	System has functionality to manage laboratory supplies inventory		
4.2.2	System has the ability to track required training courses, certifications and re-certifications, proficiency history, court testimony hours, and cases		
4.2.3	System supports peer review and approval using electronic sign-off		
4.2.4	System has ability to track and manage instrumentation and calibration of crime lab equipment		
4.2.5	System has the ability to track libraries of bullets, casings, and firearms		
5.0	**Queries / Searches**		
5.1	**MANDATORY**		
5.1.1	Provides query functionality so that users without programming knowledge can easily search by: • Any data element in the database, including audit & description fields • Partial data element, using wildcard characters for unspecified sections of the data element • Using combinations of data elements • Using logical operators to specify data ranges		
5.1.2	System lists query results in table format, with scroll, page forward, and page back capability (for multiple pages)		
5.1.3	Users can access the full record detail from a row in a query result screen		
5.1.4	Users have the ability to create, save, and modify an unlimited number of queries (available or not available to other users) for reuse at a later time		
5.1.5	System has the ability to save queries that prompt users to enter parameter value(s) for any field in the database (not just date ranges) each time the query is ran		
5.2	**DESIRABLE**		
5.2.1	Database fields can be searched on either a code or its literal value		
5.2.2	Users can page back and forth between query results and detail records without having to re-run the query each time		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
5.2.3	Ability to search using any field on the data entry screen finding all records which contain that value in the field (query by example)		
5.2.4	System allows users to run queries using Boolean operators, compound queries, and parenthetical expressions		
5.2.5	Users can create icons for frequently used personal queries which can be executed by clicking the icon with a single mouse click or by using "hot keys"		
5.2.6	Users have the ability to view query results as full record detail or in spreadsheet or grid views		
5.2.7	Users have the ability to select fields to be displayed in the grid columns, sort rows by the values in any column, control the width of the columns, and keep that configuration until the user consciously changes it		
5.2.8	"Soundex" (sounds-alike) functionality is provided to make searches of name records easier		
5.2.9	Users can mark records listed in query results for inclusion in a final listing, with the ability to perform another search and join the resulting lists together in one list		
5.2.10	Database can be searched using key words, phrases, and partial keys		
6.0	**Reports**		
6.1	**MANDATORY**		
6.1.1	In addition to standard property reports, system provides a means for MCSO personnel to perform various queries and produce customized ad hoc reports from the data posted in the system		
6.1.2	Output can be directed to the user's display screen and/or to a printer		
6.1.3	Data can be exported into a text file for use in third party report software		
6.1.4	Ad hoc reporting functionality is provided so that users without programming knowledge can easily: • Query on any data element • Use logical operators • Sort output as desired • Save report formats for later reuse		
6.1.5	Cross-tabulated reports can be constructed to present results in matrix format for ranges of data (e.g., by time, priority, etc.)		
6.1.6	System has the ability to print a report listing the basic item description and the audit trail as a chain of custody for court purposes		
6.1.7	MCSO System Administrator can develop and modify on-line reports without vendor customization required		
6.1.8	System can generate hard copy notices for communicating with officers and property owners regarding the disposition of property		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
6.1.9	System can generate e-mail notices to the officers and/or their supervisors		
6.1.10	System has the ability to create custom designed forms, notifications, letters, barcodes, etc. and customize the text of such notices or letters		
6.1.11	System has a set of standard reports that list items by case, location, description, date range, item (sub)category, owner, officer/deputy, action (review) date, and activity reports by user and date		
6.1.12	Data can be extracted and downloaded for use with database, statistical, spreadsheet, and similar applications		
6.1.13	System has the ability to distribute reports via e-mail, browser, or hard copy		
6.2	DESIRABLE		
6.2.1	Saved report formats can be regenerated with current or historical data		
6.2.2	System provides inventory exception reports based on various criteria such as missing items, misplaced items, etc.		
6.2.3	Reports with certain user-specified fields or "redacted" text can easily be printed for public dissemination		
6.2.4	Data elements can be "decoded" for presentation in reports (e.g., the code "AZ" prints as "Arizona")		
6.2.5	Users can print information displayed on their screen on the fly (i.e., "print screen" functionality at any time)		
6.2.6	Users can set-up reports to be run at a later time		
6.2.7	Only the creator of the report is able to modify the report, however other users can copy and then modify the original report		
6.2.8	System can print "Confidential" or a user-defined confidential disclaimer on selected reports		
6.2.9	Output can be sent to another user as an e-mail attachment		
7.0	Security		
7.1	MANDATORY		
7.1.1	Unique User ID and Password are required for logon		
7.1.2	Password is not displayed during logon		
7.1.3	System maintains a complete audit trail, logging all user activity including view, edits, etc. (e.g., tracking the date, time, user ID, before value, new value)		
7.1.4	MCSO System Administrator has create, update, read, and delete access to all tables		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
7.1.5	MCSO Security Officer can: • Easily maintain the security system and make modifications as required without programming knowledge • Define security on both an individual and a group level • Define security for screen, record, function, and/or field access • Define security permissions for add, edit, and/or delete functions		
7.2	**DESIRABLE**		
7.2.1	Users may be automatically logged off the system after a period of inactivity determined by MCSO		
7.2.2	System provides for multi-level security such that employees in one work unit can be restricted from viewing/editing records of another work unit using the system		
7.2.3	MCSO System Administrator can set different levels for audit trail and specify what to track		
7.2.4	The system validates the user's ID when using a portable device (Pocket PC)		
7.2.5	PDA's or other portable devices used with the system are password protected		
7.2.6	PDA's or other portable devices go to sleep after a period of inactivity and a password is required to reactivate		
8.0	**System Interfaces**		
8.1	**MANDATORY**		
8.1.1	Application has the ability to provide real-time interface with other OLEDB applications		
8.1.2	Ability to validate primary key fields between applications and avoid duplicate records		
8.1.3	System has import/export ability using .txt, .csv, .rtf and other common file formats		
8.1.4	System can send electronic alerts to another system when a specific action or event has occurred		
8.1.5	Ability to automatically schedule the import/export of data to another system		
8.1.6	System has the ability for error reporting		
8.2	**DESIRABLE**		
8.2.1	System supports XML capability		
8.2.2	System has security or encryption for data extract		
9.0	**Miscellaneous Business & Technical Specifications**		
9.1	**MANDATORY**		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
9.1.1	Proposed system must be able to operate in an environment that includes a network of systems and PC workstations. Currently, all MCSO systems can be accessed using TCP/IP on the County's Ethernet backbone. (wide area network) (RFP 2.10.1)		
9.1.2	Proposing vendor shall be responsible for specifying minimum and recommended configuration requirements for all hardware and software needed for the proposed Property & Evidence Section Bar-Coding System. To the extent possible, the Sheriff's Office plans to use existing PC workstations and network printers; the vendor shall be responsible for providing all other hardware, software, barcode hardware, barcode supplies and equipment. However, Maricopa County reserves the right to purchase hardware, operating software, and/or supplies off existing contracts with other vendors. (RFP 2.10.2)		
9.1.3	Vendor must provide complete and detailed specifications for the standard items of their solution, noting the following: • Include minimum specifications for the application server, PC workstations, network printers, barcode equipment and supplies • Provide a listing of hardware systems and/or alternative equipment that are certified by the vendor for production use with the proposed Property & Evidence Section Bar-Coding System (RFP 2.10.3.1, 2.10.3.2)		
9.1.4	All hardware and software systems shall be of the latest manufacture and must be state-of-the-art. For compatibility, the system shall include only standard equipment and operating systems, thus avoiding any proprietary architecture. (RFP 2.10.3.3)		
9.1.5	Proposed system shall be directly expandable by adding, not replacing hardware. The proposing vendor must describe how the Property & Evidence Section Bar-Coding System is expandable in terms of processors, main computer memory, disk drives, peripheral devices, etc. (RFP 2.10.3.4)		
9.1.6	Disk storage shall be sized so that all users have on-line access to historical information. The system must also provide and maintain on-line access to archived information as needed. (RFP 2.10.3.5)		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
9.1.7	Vendor shall provide the Sheriff's Office with a minimum of three (3) sets of all available system documentation, preferably in electronic format. This documentation may be reproduced, at no cost to our office, for internal use only. Desired documentation includes, but is not limited to: • Database structure manuals/diagrams • Operational instructions and procedures, including backup and recovery, troubleshooting, maintenance, downloading data for off-line storage, retrieving off-line data, purging files, etc. • Operating system manuals/diagrams • Technical and user manuals for the system, including ad hoc reporting and queries • Interface documentation, including diagrams, manuals, etc. • Any additional documentation the vendor considers applicable (RFP 2.11.1-All)		
9.1.8	Vendor shall provide detailed documentation on system support. Documentation must specifically cover, but is not limited to, the following: • Detailed explanation of system design, database structure, communications network structure, how to modify and/or add new programs, database schema, program-to-program interfaces, system interfaces/data feeds, and applicable mathematical models and algorithms • Detailed explanation of operational backup, recovery, and restart procedures, diagnostics, how to add and/or modify functions of the operating system, and how to perform diagnostics on the operating system and address performance issues (RFP 2.11.3.1, 2.11.3.2)		
9.1.9	The Vendor shall identify and provide pricing and documentation for any performance tools that would assist in supporting the system, both hardware and software. (RFP 2.11.3.3)		
9.1.10	Vendor shall provide detailed documentation for all user procedures. (RFP 2.11.4)		
9.1.11	Vendor shall provide detailed instructions for printing, adding, and/or modifying reports. (RFP 2.11.5)		
9.1.12	Vendor shall clearly outline in its proposal the educational and technical skills needed of Sheriff's Office employees to maintain and program the proposed system. (RFP 2.13.1)		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
9.1.13	Vendor is required to provide a list of any test or diagnostic equipment required to maintain the hardware. The vendor must also provide itemized pricing information for this equipment in Attachment A. The Sheriff's Office may purchase the equipment as part of the system or exercise the option to obtain the equipment through other sources. (RFP 2.13..2)		
9.1.14	Vendor must provide a means for the Sheriff's Office to receive source code for the software application purchased, should the vendor fail to support their products, be sold, merge, or go out-of-business. (RFP 2.13.3)		
9.1.15	The vendor must provide information about the number of versions/releases of the application software that will be supported (i.e., the vendor's most current release and how many prior releases). (RFP 2.13.4)		
9.1.16	Vendors must provide a training plan designed to meet the needs of the Maricopa County Sheriff's Office during the project implementation. The training plan may include on-site training, web-based training, train-the-trainer sessions, or any combination of services that will fulfill training needs. The following information shall be addressed in the proposing vendor's training plan: • MCSO will provide locations and workstation equipment for on-site training. Proposed class sizes will be 10-15 persons per class, with locations and dates to be determined by MCSO. • In addition to Property & Evidence and Crime Lab staff, Field Training Officers (FTOs), command staff and/or others may require training during system roll-out. The vendor shall recommend an appropriate and cost-effective method for addressing this need. "Train-the-Trainer" may be an acceptable approach. • Up to three system administrators will need specialized technical training to support the system. This training can be provided either on-site or off-site at the vendor's location. Vendors must clearly specify the location for this training in their proposal, as well as per person and/or per day pricing options. • Vendors shall include any other types of training that may be useful in system roll-out and implementation. (RFP 2.14 -All)		
9.1.17	Vendor shall provide lesson plans for the various training sessions. (RFP 2.14.2.1)		

ATTACHMENT D
BUSINESS & TECHNICAL SPECIFICATIONS MATRIX

Ref. #	Business &Technical Requirements	Is This Supported?	
		Response	Vendor Comments
9.1.18	Training must be conducted by qualified instructors. Instructors shall ensure that each participant has a clear understanding of the material covered during the training session and is capable of performing the various functions unassisted. Vendors shall include a list of applicable personnel who will train Sheriff's Office employees, and the qualifications of each trainer. (RFP 2.14.3)		
	** END **		

<div align="center">

EXHIBIT 1
VENDOR REGISTRATION PROCEDURES

</div>

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process.

On-Line Registration is FREE and REQUIRED for all vendors.

Register On-line at www.maricopa.gov/materials

It is **required** that you **select an appropriate commodity code(s)** associated with your line of business.

Upon completion of your on-line registration, you are responsible for updating any changes to your information. Please retain your Login ID and Password for future use.

If you have any questions, email us at **VendorReg@mail.maricopa.gov**.

EXHIBIT 2

LETTER OF TRANSMITTAL
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: RFP Number – 07009-RFP

To Whom It May Concern:

(NAME OF COMPANY) (Herein referred to as the "RESPONDENT"), hereby submits its response to your Request for Proposal dated _____, and agrees to perform as proposed in their proposal, if awarded the contract. The Respondent shall thereupon be contractually obligated to carry out its responsibilities respecting the services proposed.

Kindly advise this in writing on or before _____ if you should desire to accept this proposal.

Very truly yours,

_____
NAME (please print)

_____
SIGNATURE

_____
TITLE (please print)

EXHIBIT 3
BUSINESS & WORKLOAD METRICS

	2000	2002	2005	2006
Maricopa County – Total Population	3,072,149	3,303,876	3,501,001	3,648,545
Personnel				
Total Sworn Staff	700	703	745	754
Total Detention Staff	1,182	1,186	1,959	1,923
Total Civilian Staff	582	578	613	613
Total MCSO Employees	2,464	2,467	3,317	3,290
Communications & Dispatch				
Phone Calls – Emergency	175,680	205,314	253,531	278,508
Phone Calls – Non-Emergency	614,244	605,811	540,429	512,537
Total Calls for Service per Year	789,924	811,125	793,960	791,045
Enforcement				
Substations	17	18		
Arrests – Adult	20,472	15,332	21,532	754
Arrests – Juvenile	926	804	1,767	37
Number of Traffic Accident Reports	4,918	4,153	N/A	N/A
Number of Traffic Citations Issued	33,493	22,667	35,257	1,446
Detention				
Jail Facilities – Main	5	5	6	6
Jail Facilities – Secondary	3	2	2	2
Total Bookings	91,784	91,628	122,393	125,959
Average Daily Inmate Population	6,973	7,892	9,509	9,244

Continued…..

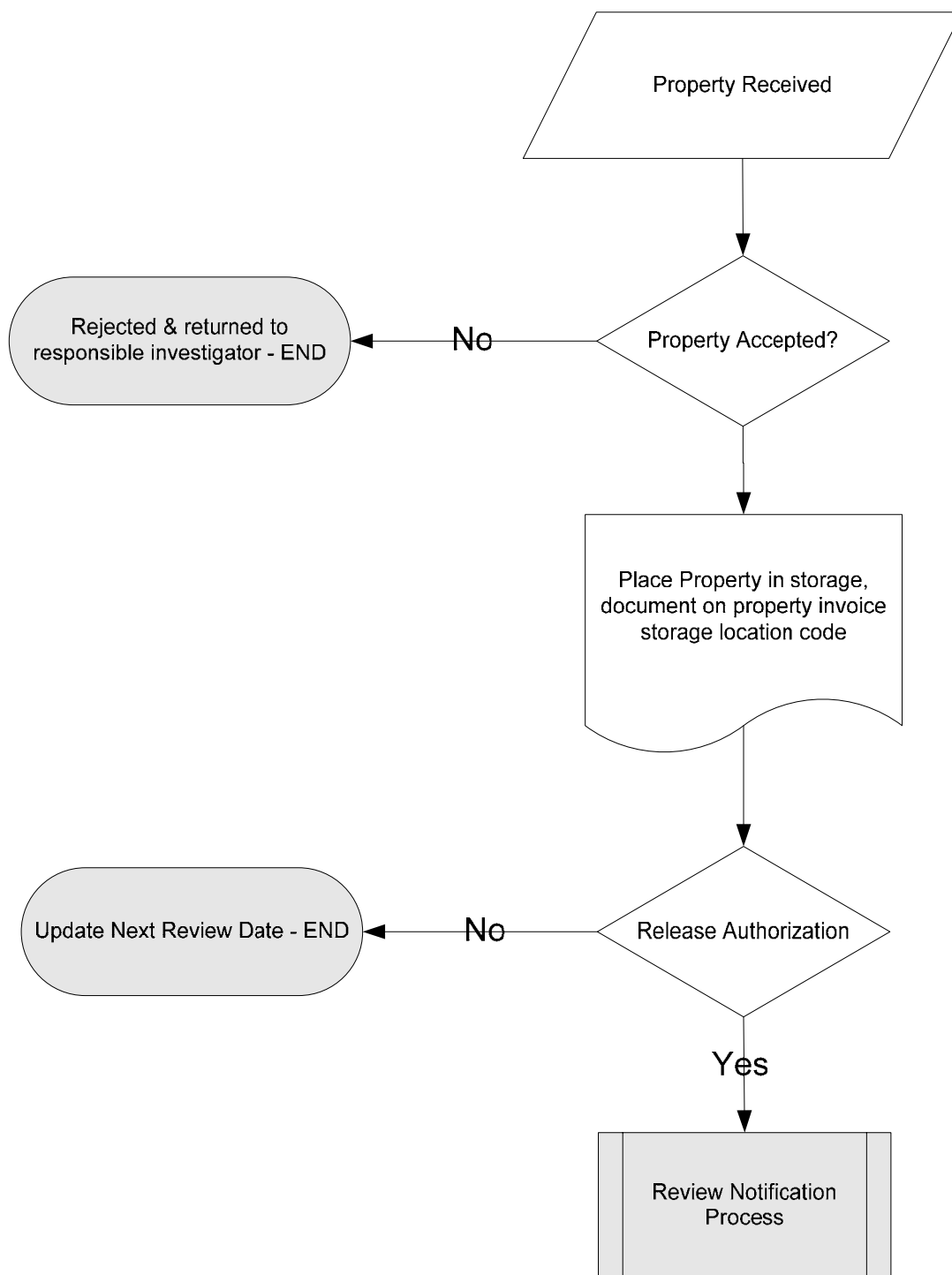N/A = Not available

EXHIBIT 3
BUSINESS & WORKLOAD METRICS

	2000	2002	2005	2006	2007	2009 (projected)
Property						
Number of Cases Picked-Up or Received	9,882	7,482	**	**		
Number of Items Picked-Up or Received	24,850	19,846	**	**		
Number of Cases for Disposal or Release	4,642	7,704	**	**		
Number of Items for Disposal or Release	12,870	20,151	**	**		
Number of Items Sent to MCSO for Analysis	N/A	N/A	**	**		
Number of Cases Sent to MCSO for Analysis	4,578	3,976	**	**		
Number of Items Sent to DPS for Analysis	3,077	1,134	**	**		
Number of Cases Sent to DPS for Analysis	1,306	2,600	**	**		
Number of Officer Review Forms per year	16,086	23,311	**	**		
Records Requested	3,524	1,303	**	**		
Property Staffing						
Crime Lab	11	11	11	10	10	
Property Room	16	16	N/A	10	10	
Property Software Users						
Crime Lab	N/A	N/A	N/A	N/A	10	25
Property Room	N/A	N/A	N/A	N/A	10	20
Patrol Bureau	N/A	N/A	N/A	N/A	N/A	500
Detectives	N/A	N/A	N/A	N/A	N/A	250
Jails	N/A	N/A	N/A	N/A	N/A	150
Other	N/A	N/A	N/A	N/A	N/A	25
Concurrent Users	N/A	N/A	N/A	N/A	N/A	300-350

N/A = Not Applicable

** = Unable to gather information due to lack of an automated system. Cases, invoices, and items would have to be counted by hand. Currently the Property room does not have the staff to complete this.
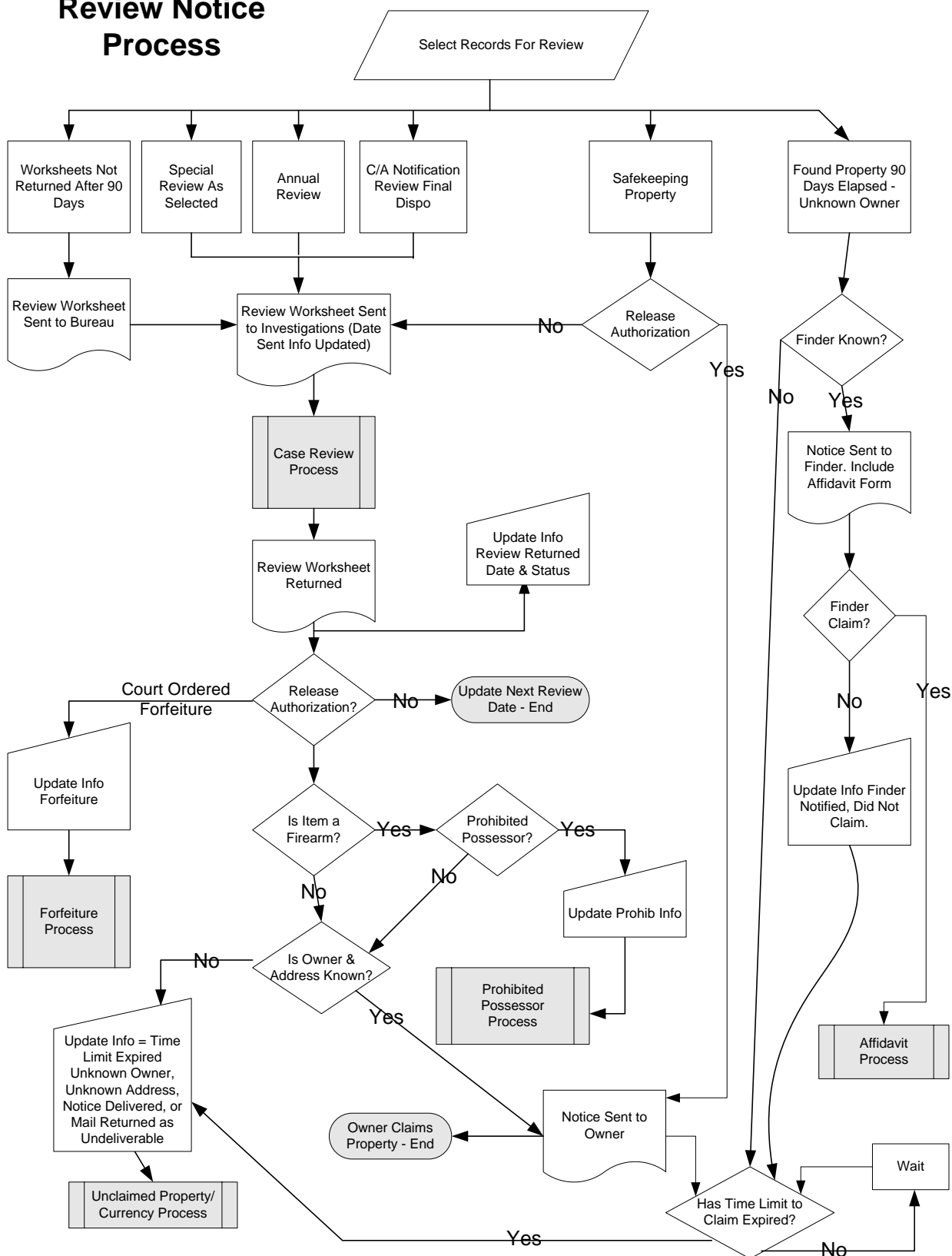
EXHIBIT 4
WORKFLOW DIAGRAMS FOR MCSO PROPERTY & EVIDENCE SECTION

Property Received Process

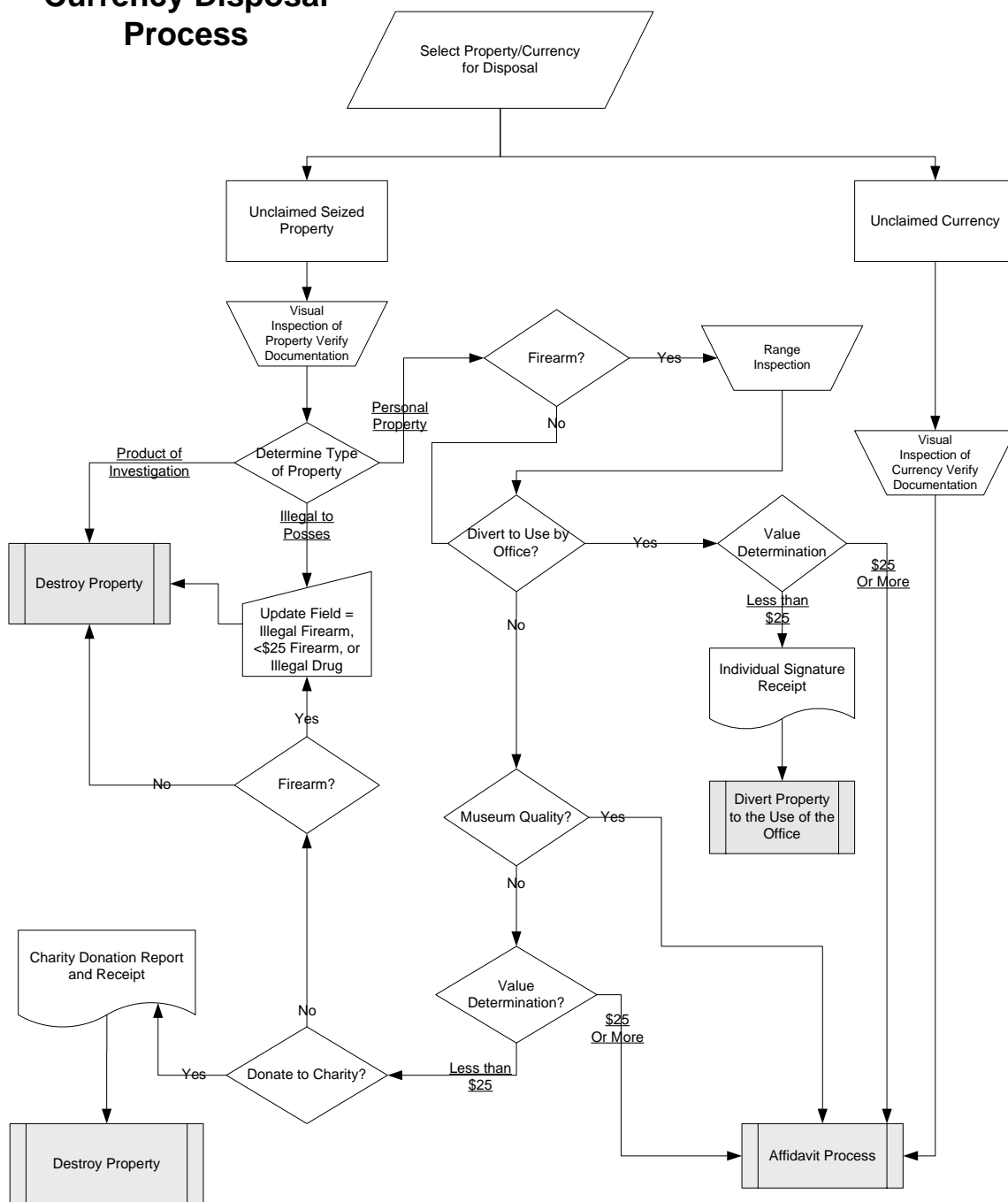Property Received

Property Accepted?

No → Rejected & returned to responsible investigator - END

Place Property in storage, document on property invoice storage location code

Release Authorization

No → Update Next Review Date - END

Yes

Review Notification Process

EXHIBIT 4
WORKFLOW DIAGRAMS FOR MCSO PROPERTY & EVIDENCE SECTION

Review Notice Process

Select Records For Review

Worksheets Not Returned After 90 Days

Special Review As Selected

Annual Review

C/A Notification Review Final Dispo

Safekeeping Property

Found Property 90 Days Elapsed - Unknown Owner

Review Worksheet Sent to Bureau

Review Worksheet Sent to Investigations (Date Sent Info Updated)

Release Authorization

No

Finder Known?

No   Yes

Yes

Notice Sent to Finder. Include Affidavit Form

Case Review Process

Update Info Review Returned Date & Status

Review Worksheet Returned

Finder Claim?

No   Yes

Court Ordered Forfeiture

Release Authorization?

No

Update Next Review Date - End

Update Info Finder Notified, Did Not Claim.

Update Info Forfeiture

Is Item a Firearm?

Yes

Prohibited Possessor?

Yes

No

No

Forfeiture Process

Update Prohib Info

Is Owner & Address Known?

No

Yes

Affidavit Process

Prohibited Possessor Process

Update Info = Time Limit Expired Unknown Owner, Unknown Address, Notice Delivered, or Mail Returned as Undeliverable

Owner Claims Property - End

Notice Sent to Owner

Wait

Unclaimed Property/ Currency Process

Has Time Limit to Claim Expired?

Yes

No

EXHIBIT 4
WORKFLOW DIAGRAMS FOR MCSO PROPERTY & EVIDENCE SECTION

Unclaimed Property/ Currency Disposal Process

Select Property/Currency for Disposal

Unclaimed Seized Property

Unclaimed Currency

Visual Inspection of Property Verify Documentation

Firearm?
— Yes → Range Inspection
— No

Personal Property

Determine Type of Property

Product of Investigation

Illegal to Posses

Visual Inspection of Currency Verify Documentation

Divert to Use by Office?
— Yes → Value Determination
— No

$25 Or More

Less than $25

Destroy Property

Update Field = Illegal Firearm, <$25 Firearm, or Illegal Drug

Individual Signature Receipt

Yes

Firearm?
— No
— Yes

Museum Quality?
— Yes
— No

Divert Property to the Use of the Office

Charity Donation Report and Receipt

No

Value Determination?

$25 Or More

Less than $25

Donate to Charity?
— Yes

Destroy Property

Affidavit Process

EXHIBIT 4
WORKFLOW DIAGRAMS FOR MCSO PROPERTY & EVIDENCE SECTION

Prohibited Possessor
Process

Select Records Prohibited Possessors

Prohibited Status Confirmed?

No → Unclaimed Property/ Currency Process

Yes

Send Letter to Owner Describing Position and Options

Owner Response?

Yes → Evaluate Response Act Accordingly

No → Has 30 Days Elapsed?

Yes ↑ Unclaimed Property/ Currency Process

No → Wait

EXHIBIT 4
WORKFLOW DIAGRAMS FOR MCSO PROPERTY & EVIDENCE SECTION

Unclaimed Property/Currency Affidavit Process

Select Unclaimed Property or Currency Identified as Requiring an Affidavit

Need to be Published in the Paper? — Yes → Publish

Has 19 Days Elapsed Since Publication? — Yes

No → Wait

- Unclaimed Property
- Diversion Property
- Unclaimed Firearms
- Unclaimed Found Property
- Unclaimed Currency
- Claimed Found Property

Claimed Found Property → Affidavit: Claimed Found Property → Transfer to Finder

Determine Type of Affidavit

- Affidavit: Seized or Found, Unclaimed Mailed Notice to Owner or Finder
- Affidavit: Seized or Found, Published Notice

Currency? — Yes → Transfer to Clerk of Court for Deposit

No → Diversion Property — Yes → Divert Property to the Use of the Office

No → Transfer to Clerk of Court for Auction

EXHIBIT 5
WORKFLOW DIAGRAMS FOR MCSO SCIENTIFIC ANALYSIS SECTION

Crime & Firearm Lab Evidence Work Flow

{Evidence Collected By Lab Personnel}

Crime Scene

Evidence Collected By Lab Personnel At Crime Scenes And Taken Back To Lab For Processing And Packaging

Evidence Is Placed Into Crime Lab Processing Lab

Lab Personnel Indicate In Their Lab Notes Description And Condition Of Evidence

Evidence is Processed & Examined Using Various Lab Procedures and Protocols

Evidence Item Numbers Are Assigned As Needed Due To Collection Of Additional Evidence From These Items

Note:

Reason: This Evidence Could Be Destroyed If Not Packaged And Processed Prior To Submitting Evidence To Property & Evidence

Lab Personnel Obtain Item Numbers For Evidence From The Case Agent For These Items

Item Numbers Are Assigned By Lab Personnel

Completion Of Examination Or Comparison Of Evidence

Evidence Is Packaged And Sealed - Appropriate Labels Are Attached (Bio-Hazard Or Chemically Processed) And Seal Is Marked With Lab Personnel's Intitials, Serial Number, And Date

Property Invoice Completed

Evidence Submitted (Currently) To MCSO Property & Evidence w/Property Invoice

Lab Personnel Write Their Report's

Note: When Property & Evidence Relocates To Durango Location - Property & Evidence Will Have To Deliver And Pickup Evidence That Will Be Examined By The Lab

Reports Are Reviewed By Crime Lab Unit Supervisor Or Designated Lab Personnel And Updated In Access Case Tracking Database Indicating Exam Request Complete and Results Of Examination Or Comparison

Lab Reports Are Then Distributed As Follows:

- Original Report And Exam Request Are Submitted To Records DR Center
- Copy Of Report, Exam Request, And Property Invoice Are Placed In Section's DR/Incident Binders By DR/Incident Number
- Copy Of Report, Exam Request, And Property Invoice Sent To Case Agent
- Copy Of Report, Exam Request, Property Invoice, And Lab Notes Retained By Analyst, Specialist, Or Firearm Examiner

DRAWN BY
Clyde Tess
Revised: March 10, 2004

EXHIBIT 5
WORKFLOW DIAGRAMS FOR MCSO SCIENTIFIC ANALYSIS SECTION

Crime & Firearm Lab Evidence Work Flow

{Evidence Submitted By Other Criminal Justice Agencies}

Evidence From Other Criminal Justice Agencies Crime Scenes

Agency Requests Technical Assistance From Lab

Request Is Approved By Lab Commander or Crime Lab Unit Supervisor

Agency Case Agent Completes Evidence Exam Request (Form 50-403)

Evidence Is Submitted With Exam Request And Is Placed In Crime Lab Processing Lab

Internal Crime Lab Number Is Assgined To Case

Data From Evidence Examination Request Entered Into Sections Case Tracking Database By Crime Lab Unit Supervisor Or Designated Lab Personnel

Exam Request Is Assigned to Crime Lab Analyst Or Specialist Or Firearm Examiner By Crime Lab Unit Supervisor or Designated Lab Personnel

Lab Personnel Indicate In Their Lab Notes - How Evidence Was Packaged, Items In Package, And Condition

Evidence Is Processed & Examined Using Various Lab Procedures And Protocols

Evidence Item Numbers Are Assigned As Needed Due To Collection Of Additional Evidence From These Items

Item Numbers Are Assigned By Lab Personnel

Completion Of Examination Or Comparison Of Evidence

Evidence Is Repackaged And Sealed - Appropriate Labels Are Attached (Bio-Hazard Or Chemically Processed) And Seal Is Marked With Lab Personnel's Intitials, Serial Number, And Date

Lab Personnel Write Their Report's

Reports Are Reviewed by Crime Lab Unit Supervisor Or Designated Lab Personnel And Updated In Access Case Tracking Database Indicating Exam Request Complete And Results Of Examination Or Comparison

Lab Reports Are Then Distributed As Follows:

- Copy Of Report And Exam Request Are Placed In Section Lab DR Binder By Lab DR Number
- Copy Of Report, Exam Request, & Lab Notes Retained By Analyst, Specialist, Or Firearm Examiner

Case Agent From Requesting Agency Is Notified To Pickup Evidence

All Evidence Submitted Is Released To Requesting Agency

All Additional Evidence Obtained Such As Latents, Photographs, Trace, Impression Lifts, i.e. Plus Oirigal Reports Are Released To Case Agent Of Requesting Agency

DRAWN BY
Clyde Tess
March 9, 2004

PAGE
1 OF 1

EXHIBIT 5
WORKFLOW DIAGRAMS FOR MCSO SCIENTIFIC ANALYSIS SECTION

Crime & Firearm Lab Evidence Work Flow

{Evidence Submitted To Lab}

Crime Scene

Evidence Submitted By:
Deputies
Detectives
MCSO Task Force Personnel
Detention Officers

Evidence Submitted To MCSO Property&Evidence w/Property Invoice

Note:
All Evidence Must Be Submitted To Property & Evidence

Evidence Examination Request (Form 50-403) Recieved By District Runner Deputy Detective Detention Officer Property & Evidence Interoffice Mail Fax

Evidence Examination Request Placed In "In Basket"

Data From Evidence Examination Request Entered Into Section's Access Case Tracking Database

By Crime Lab Unit Supervisor Or Other Crime Lab Personnel As Designated

Exam Requests Are Reviewed by Crime Lab Unit Supervisor Or Designated Lab Personnel And Assigned To Crime Lab Analyst Or Specialist Or Firearm/ Toolmark Examiner For Examination Or Comparison And Entered Into Case Tracking Database

Examination Requests Given To Individual Lab Personnel

Lab Personnel Fax Property & Evidence List Of Evidence Items On Exam Request To Pull For Processing

Property & Evidence Calls Lab Personnel When Evidence Is Ready To Be Picked Up

Lab Personnel Go To Property & Evidence (Currently) And Sign Out Evidence Items For Examination Or Comparison

Note: When Property & Evidence RelocatesTo Durango Location - Property & Evidence Will Have To Deliver And Pickup Evidence That Will Be Examined By The Lab

Evidence Obtained From Property & Evidence Is Placed In Crime Lab Processing Lab

{Page 2}

PAGE
1 OF 2

DRAWN BY
Clyde Tess
March 8, 2004

EXHIBIT 5
WORKFLOW DIAGRAMS FOR MCSO SCIENTIFIC ANALYSIS SECTION

Crime & Firearm Lab Evidence Work Flow

{Evidence Submitted To Lab}

Lab Personnel Indicate In Their Lab Notes - How Evidence Was Packaged, Items In Package And Condition

Evidence Is Processed & Examined Using Various Lab Procedures And Protocols

Completion Of Examination Or Comparison Of Evidence

Evidence Item Numbers Are Assigned As Needed Due To Collection Of Additional Evidence From These Items

Item Numbers Are Assigned By Lab Personnel

Evidence Is Repackaged And Sealed - Appropriate Labels Are Attached (Bio- Hazard Or Chemically Processed) And Seal Is Marked With Lab Personnel's Intitials, Serial Number, And Date

Evidence Is Returned To Property & Evidence By Lab Personnel

Lab Personnel Write Their Report's

Reports Are Reviewd By Crime Lab Unit Supervisor Or Designated Lab Personnel And Updated In Access Case Tracking Database Indicating Exam Request Complete And Results Of Examination Or Comparison

Lab Reports Are Then Distributed As Follows:

- Original Report And Exam Request Are Submitted To Records DR Center
- Copy Of Report And Exam Request Placed In Sections DR/Incident Binders By DR/Incident Number
- Copy Of Report And Exam Request Sent To Case Agent
- Copy Of Report, Exam Request, & Lab Notes Retained By Analyst, Specialist, Or Firearm Examiner

PAGE
2 OF 2

DRAWN BY

Clyde Tess
March 8, 2004

EXHIBIT 6
PROPOSED FLOWS FOR PROPERTY DATA

Deputies

Detectives & Detention

Outside Agencies
Courts, Probation, Other

P&E Staff Enter
Property Invoice Data

Property Invoice Data
Entered into Holding Area

Incident & Property Data Entered
Directly into RMS

Holding Area for
Property Invoices
Awaiting Acceptance
by P&E Staff

P&E Staff
Accept

Note: Ideally, the "holding area" will
be a partition on the new P&E Server.

RMS
AS400

P&E
Server

PROPOSED FLOW FOR PROPERTY DATA —
Before Field Reporting
04/28/2004

EXHIBIT 6
PROPOSED FLOWS FOR PROPERTY DATA

RMS
AS400

Outside Agencies
Courts, Probation, Other

P&E Staff Enter
Property Invoice Data

Incident & Property
Data
Sent to RMS After
Supervisor Approval
& P&E Approval

Property Accepts
Data and Returns
Approval Code

Holding Area for
Property Invoices
Awaiting
Acceptance
by P&E Staff

P&E Staff
Accept

P&E
Server

Note: Ideally, the "holding area" will
be a partition on the new P&E Server.

Property Invoice
Data Immediately
Sent to Holding Area

Field Reporting
Server

PROPOSED FLOW FOR
PROPERTY DATA —
After Field Reporting
04/29/2004

Everybody Enters Incident
& Property Invoice Data

Deputies   **Detectives &**
Detention

MARICOPA COUNTY SHERIFF'S OFFICE
JOSEPH M. ARPAIO, SHERIFF
PHOENIX, ARIZONA

D.R. NUMBER

NOTE: FILL IN EVERY SPACE UNLESS THE INFORMATION IS NOT AVAILABLE. PRINT LEGIBLY IN INK.

TYPE OF PROPERTY (CHECK ONE ONLY) USE SEPARATE FORM FOR EACH

EVIDENCE ____ SAFEKEEPING ____ FOUND ____

DATE & TIME

	D.O.B.	ADDRESS	CITY	ZIP CODE	
NAME OF VICTIM ___ OWNER ___ DECEASED PERSON ___		ADDRESS	CITY	ZIP CODE	TELEPHONE NUMBER
NAME OF RESPONSIBLE PARTY ___ NEXT OF KIN ___	D.O.B.	ADDRESS	CITY	ZIP CODE	TELEPHONE NUMBER
NAME OF SUSPECT (LAST, FIRST, MIDDLE)	D.O.B.	ADDRESS	CITY	ZIP CODE	TELEPHONE NUMBER/BOOKING #
NAME OF SUSPECT (LAST, FIRST, MIDDLE)	D.O.B.	ADDRESS	CITY	ZIP CODE	TELEPHONE NUMBER/BOOKING #
NAME OF FINDER—REPORTED FOUND PROPERTY	D.O.B.	ADDRESS	CITY	ZIP CODE	TELEPHONE NUMBER

TYPE OF INCIDENT/CRIME

LOCATION OF OCCURRENCE

DISTRICT (MCSO ONLY)

(1) Package all evidence to be analyzed separate from other evidence.
(2) All evidence may be listed on the same form.
(3) If more than one officer lists property - use consecutive numbers. DO NOT DUPLICATE NUMBERING.
(4) Serial numbered items will be **checked thru NCIC** prior to transporting to property room.
(5) Brief narrative _____

SEARCH WARRANT
☐ YES ☐ NO

DPS D.R.

NCIC #

IMPORTANT! ITEMIZE AND DESCRIBE PROPERTY - LIST ONLY ONE ITEM PER LINE. **EACH ITEM MUST BE PACKAGED SEPARATELY (NOT BOXED SEPARATE).** TAG ALL ITEMS NOT IN SEALED ENVELOPE WHEN ITEMS ARE SEALED IN AN ENVELOPE, PRINT A BRIEF DESCRIPTION OF THE CONTENTS, APPLICABLE DATES, TIMES, D.R. NUMBERS, OFFICER'S NAMES AND SERIAL NUMBER, ON THE ENVELOPE. *INDICATE OWNER OF PROPERTY BY PLACING (V) (S) ETC. IN COLUMN TO RIGHT OF SERIAL NUMBER COLUMN.

P&E ONLY	ITEM	AMOUNT	SERIAL NO. OF ITEM	*	DESCRIPTION	NCIC POS	NEG

OFFICER/SERIAL (PRINT LEGIBLY)

PAGE ____ OF ____

TRANSPORTED TO MAIN PROPERTY ROOM

BY

DESTROY YES ☐ NO ☐

FOR CUSTODIAN USE ONLY

STORAGE LOCATION _____

RECEIVED BY

DATE   TIME

PROPERTY INVOICE

5000-083 R7-94   0103777

WHITE: Property Custodian

DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:
DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:
DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:
DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:
DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:
DATE & TIME OF RELEASE	ITEMS RELEASED		REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)			RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY:	RECEIVED BY:		DATE & TIME RETURNED:

Comments (P&E Only): _____

_____

_____

_____

_____

_____

_____

AUTHORIZED TO RELEASE FOUND SAFEKEEPING PRISONER PROPERTY	OFFICER/SERIAL		DATE
RELEASED TO (SIGNATURE & ADDRESS)	FINAL RELEASE ONLY		
	ITEMS RELEASED:	REASON RELEASED:	
RELEASED BY:	DATE & TIME	ID INFO.	

MARICOPA COUNTY SHERIFF'S OFFICE
JOSEPH M. ARPAIO, SHERIFF
PROPERTY AND EVIDENCE SECTION - CURRENCY INVOICE

DR # _____

ITEM # _____   ITEM # _____   ITEM # _____

BILLS   **BILLS**   **BILLS**

$1	x ___	= ___
2	x ___	= ___
5	x ___	= ___
10	x ___	= ___
20	x ___	= ___
50	x ___	= ___
100	x ___	= ___

SUBTOTAL: _____   SUBTOTAL: _____   SUBTOTAL: _____

COINS   **COINS**   **COINS**

Dollar	x ___	= ___
.50	x ___	= ___
.25	x ___	= ___
.10	x ___	= ___
.05	x ___	= ___
.01	x ___	= ___

SUB-TOTAL: _____   SUB-TOTAL: _____   SUB-TOTAL: _____

GRAND TOTAL: _____   GRAND TOTAL: _____   GRAND TOTAL: _____

TOTAL MONIES SUBMITTED _____

DEPUTY   SERIAL #   DATE   CUSTODIAN   SERIAL #   DATE

PLACED IN PROPERTY/EVIDENCE SAFE _____ BY: _____

RELEASE

ITEM # _____ RELEASED TO: _____ BY: _____

DATE: _____ REASON: _____ AMOUNT: _____ BALANCE: _____

ITEM # _____ RELEASED TO: _____ BY: _____

DATE: _____ REASON: _____ AMOUNT: _____ BALANCE: _____

ITEM # _____ RELEASED TO: _____ BY: _____

DATE: _____ REASON: _____ AMOUNT: _____ BALANCE: _____

PAGE ____ OF ____

Currency Envelope

Do not write above this line.

Maricopa County Sheriff's Office
Joseph M. Arpaio, Sheriff

Currency Invoice # _____

DR # _____ Item # _____
Only One Item Per Envelo

Evidence ____ Found Property ____ Safe Keeping _

Deputy _____ Serial # _____

Date/Time Seized _____

Suspect/Owner's Name _____

United States Currency Only

Quantity	X	Denomination	=	Total
_____	X	$ 1.00	=	_____
_____	X	$ 2.00	=	_____
_____	X	$ 5.00	=	_____
_____	X	$ 10.00	=	_____
_____	X	$ 20.00	=	_____
_____	X	$ 50.00	=	_____
_____	X	$ 100.00	=	_____
_____	X	Change/Coin	=	_____
		Grand Total	=	_____

_____
Person Delivering Currency

_____
Property Custodian

_____
Date/Time Rec'd P&E

_____ Biohazard (Label and package as per Policy)

_____ Drug Contamination

5000-534 R6/95   011

Maricopa County Sheriff's Office Property and Evidence Section 102 West Madison Street Phoenix, Arizona 85003 *I*

██

Date:

20-

The Maricopa County Sheriff's Office is holding property in your name. This property may be claimed at the Property and Evidence Section, 102 W. Madison St., lower level, Phoenix, Arizona, between the hours of 9 AM and 4 PM, Monday thru Friday, excluding Saturdays, Sundays, and holidays. If additional information is needed call (602) 256-1876.

When claiming property present this card and photo identification (Az. Driver's licen.se, etc.). P~operty left uncl~imed.after *on* Days from the above date, will be disposed of In accordance with Arizona 1:J:;:"-

A Member of your immediate family with the same last name, (spouse, father, or mother) may claim this property for you. **If** you want someone other than an immediate family member to pick up the property, you must provide them with a notarized letter authorizing them to do so.

If the release of property is related to a firearm, the following will apply. We will not release a firearm toaprohibited possessor or to anyone other than the o\vner or a person legally entitled to the property.

Case **Number** --- 5000-332 R9-00 0110076

Item(s) **number**

●

(Date)

(Name and Address)

Dear (Name):

RE: DR Number: (#####)
       Invoice Number: (#####)
       Firearm Description: (#####)
       Disposal Date: (#####)

The ██████████████████ is holding the above-described firearm in your name.
According to federal and state laws, it is a prohibited firearm because it is a fully automatic
weapon.

The ████ Department cannot release prohibited firearms. Therefore, this firearm will be
disposed of 30 calendar days from the date of this letter unless you provide us with your federal
stamp information.

If you have any questions about this weapon, please contact Sergeant ████████████
Property Management Bureau, at (602)████████ between the hours of 7 a.m. and 3 p.m.,
Monday through Friday (except City holidays).

●

Property Information:

Sincerely,

████████████
████ Chief

████████████████ Commander
Property Management Bureau

April 24, 2002

Mr. ███████

Buckeye, Arizona 85326

Dear Mr. █████

RE: MCSO DR Number: 98-██████
       Item Number(s) and description of firearm(s)
       1. .25 cal. Handgun
       Last Day for Legal Claim: July 23, 2002

The Maricopa County Sheriff's Office is holding a firearm that appears to belong to you. Our records indicate that you may be a prohibited possessor as defined in state and/or federal laws. These laws provide that a person may not possess firearms if he has been convicted of any felony (even as a juvenile) or certain domestic violence misdemeanors; is on parole or conditional release, is a juvenile or an illegal alien.

We will not release a firearm to a prohibited possessor or to anyone other than the owner or a person legally entitled to the property. If you believe that our information is incorrect, you may contact Detective Hopper   by calling telephone number   at the Property and Evidence Section, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday (except holidays).

Note at the beginning of this letter, the associated DR Number, item number(s), a description of the firearm(s), and the last day you may contest a finding of prohibited status to make legal claim to this property. Following the last day for legal claim, the property described above will be disposed of in accordance with Arizona Revised Statute 12-941.

Sincerely,

Chief Steve Werner
Intelligence Liaison Bureau

SEW:dl

MARICOPA COUNTY SHERIFF'S OFFICE

JOSEPH M. ARPAIO, SHERIFF

PROPERTY RELEASE AUTHORIZATION

Property and Evidence is hereby authorized to release (R) or dispose of (D) (by law) the following item(s), under DR # _____. A separate release for each person is required.

Release to: (Print)

Name   Address/Zip   Phone

_____

For Property Returned to District for Release Only

_____   _____
Signature of Person Receiving Property   Date

ITEM #	DESCRIPTION	SERIAL #	CIRCLE
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D
			R - D

Officer's Signature/Serial #: _____

Date: _____   PAGE ____ OF ____

MARICOPA COUNTY SHERIFF'S OFFICE
JOSEPH M. ARPAIO, SHERIFF

*** NOTICE ***

YOU HAD PERSONAL PROPERTY TAKEN FROM YOU AND PLACED IN THE SHERIFF
OFFICE PROPERTY AND EVIDENCE ROOM FOR SAFEKEEPING.

YOU HAVE NINETY (90) DAYS, FROM TODAY'S DATE, TO MAKE ARRANGEMEN
TO HAVE IT REMOVED OR IT WILL BE DISPOSED OF ACCORDING TO LAW.

DATE: _____

DR #: _____

INMATE'S NAME: _____
                        (PLEASE PRINT)

BOOKING #: _____

"I HAVE BEEN NOTIFIED THAT I HAVE HAD PERSONAL PROPERTY TAKEN AN
UNDERSTAND THAT I HAVE NINETY (90) DAYS TO MAKE ARRANGEMENTS TO HAV
IT REMOVED OR IT WILL BE DISPOSED OF BY LAW."

_____
INMATE'S SIGNATURE   DATE
(If the inmate is no longer in custody write "Released" on the signature line.)

_____
OFFICER'S SIGNATURE/SERIAL #   DATE

ADDRESS ALL INQUIRES TO:

MARICOPA COUNTY SHERIFF'S OFFICE
ATTENTION: PROPERTY AND EVIDENCE
102 WEST MADISON STREET
PHOENIX, ARIZONA 85003

PROPERTY AND EVIDENCE ROOM HOURS OF OPERATION:
MONDAY THRU FRIDAY 9AM TO 4PM EXCLUDING HOLIDAYS

Property and Evidence
Detective Property Release Worksheet

DR#

Due Date   #Error

Listed Invoice District:

Review Forwarded To:

Property Comment :   #Error

Impounded By: **#Error**

Current Assignment: #Error

Information Extracted from Detective Case Tracking: (If blank, info may not have been entered)		
Assigned To:	**RadioCode**	**ReferenceDR**
Case Status:	**Location**	
Pending Status:	**ContractCity**	
Disposition		
Submitted Date		
Complaint Date	**ComplaintNumber**	**CA Complaints:**
CountyAttorneyNo		
CaseComments		

Can the Property and Evidence Section release and/or dispose of item(s) on this DR?

(Circle One)   Yes**   No

If Yes, fill out a Property Release Authorization Form
If No, describe why? (check one)

Researched By:
(Serial Number)

_____ **Pending Prosecution:**
_____ **Set for Trial - Approx Date:** _____
_____ **Warrant issued: Please attach the printout.**
_____ **Other:** _____

IMPORTANT NOTE: Please return this worksheet AND the attached copy of the Property Invoice to the Property and Evidence Section, even if the property is to be retained. If property is to be released or destroyed, attach at least one Property Release Authorization Form describing the disposition of all items. Circle each item's disposition on the form. Use a separate Release Authorization Form for each owner. Do not list items which have previously been released.

Please take the time to carefully review this case. Basically, if the case is still pending investigation, prosecution or appeals, the evidence should be retained. If a case has been submitted to a charging agency, and especially if a conviction, or a plea agreement has been obtained, that agency should be contacted to determine if evidence can be released. If the case does not fit the prosecuting agency's charging guidelines, if the statute of limitations has expired, or if the case has been cleared without any possibility of future prosecution, the evidence should be released. Questions about the status of the case should be directed to your supervisor, the detective supervisor or the charging agency. At a minimum, the detective case management files, LEJIS and CAIS should be reviewed. If the case is pending prosecution because a warrant has been issued, please attach a printout of the warrant information.

Please return this worksheet to the Property and Evidence Section within twenty (20) days. We greatly appreciate the extra effort you take to authorize the timely release or disposal of impounded property/evidence.

AFFIDA vir

STATE OF ARIZONA

County of Maricopa

)
)
)
ss

, being, first duly sworn, deposes and states the following:

The affiant is a current employee of the Maricopa County Sheriff. The affiant is assigned to control, retain and dispose of property in the legal custody of the Sheriff.

Attached to this Affidavit is a listing of property which has been in the custody of the Sheriff for more than 90 days and no person claimed ownership during that time. The property has no useful value to the Sheriff but it has a value of more than $25 dollars.

The property listed in the attachment:

was seized for use in a criminal case but remains unclaimed after the conclusion of the case, or no criminal charges were filed.

was given to the Sheriff as lost property or money and the finder has made no claim to it.

Was given to the Sheriff as lost property or money and the finder has attached an affidavit requesting the Court grant the finder sole ownership of the property.

Affiant avows that attempts were made to notify the owner of the unclaimed property by

mailing a notice to the last known address of the owner. It has been more than 60 days since the notice was mailed. The notice was not returned as undeliverable and no one has claimed ownership of the property.

publishing a notice in the newspaper. It has been more than 18 days since the notice was published and no one has claimed ownership of the property.

DATED this day of , 2 .

(signature)

(print name and serial number)

SUBSCRIBED AND SWORN BEFORE ME, this -day of I 2-,

My Commission Expires:

(notary public)

<u>AFFIDAVIT</u>

STATE OF ARIZONA

County of Maricopa

))

(print full name)

88.

, being first duly sworn, deposes and states the following .,

On

delivered to the possession of the Maricopa County Sheriff the following

(date) property:

avow that when I found the property I was not a public officer, or employee of the federal, state

county, city or township government performing the duties of my employment,

Maricopa County Superior Court award sole ownership of the property to me

DATED this day of , 2 .

(signature)

(**street add ress**)

(city, state, zip code)

request that the

SUBSCRIBED AND SWORN BEFORE ME, this -day of , 2-

My Commission Expires

(notary public)

Maricopa County Sherifrs Office Property and Evidence Section

Unclaimed Weapons List for Clerk of the Court Auction Exhibit II A II

Monday, November 10, 2003

DR Number Description Last Known Owner

Total Count of Property Items:

3

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
NATIONAL TRACING CENTER TRACE REQUEST

| FOR NTC DATA ENTRY ONLY |

Phone: 1-800-788-7133   Falling Waters, WV 25419   FAX: 1-800-578-7223

NOTE: * - REQUIRED ENTRY FIELD *(Must be completed for trace processing)* ** - REQUIRED ENTRY WITH LISTED DATA RESPONSE *(See back for codes and options*

PART I - TRACE INITIATION INFORMATION

1a. DATE OF REQUEST | 1b. PRIORTY** ☐ ROUTINE ☐ **URGENT** *(Justification required)* ☐ FOR NTC INFORMATION ONLY

JUSTIFICATION

1c. SPECIAL INSTRUCTIONS

PART II - CRIME CODE INFORMATION

2a. ☐ GANG INVOLVED? GANG NAME: _____ | 2b. PROJECT CODE**: | 2c. NCIC CRIME CODE**:

☐ JUVENILE INVOLVED? ☐ YOUTH CRIME GUN ☐ ENTERED IN NIBIN? NIBIN No.:

PART III - ATF AGENT REQUESTING TRACE

3a. ORGANIZATION CODE* | 3b. PHONE NUMBER: FAX NUMBER: | 3c. ATF SPECIAL AGENT'S NAME *(Last, first, middle)*

3d. BADGE NUMBER | 3e. ATF CASE NUMBER | 3f. FIELD OFFICE

PART IV - OTHER AGENCY REQUESTING TRACE

4a. ORI NUMBER* | 4b. PHONE NUMBER: FAX NUMBER: | 4c. OTHER AGENCY OFFICER'S NAME *(Last, first, middle)*

4d. BADGE NUMBER | 4e. OTHER AGENCY CASE NUMBER | 4f. DEPARTMENT/UNIT

4g. MAILING ADDRESS

PART V - FIREARMS INFORMATION

5a. SERIAL NUMBER* | ☐ OBLITERATED ☐ ATTEMPT TO RAISE | 5b. FIREARMS MANUFACTURER*

5c. TYPE** | 5d. CALIBER* | 5e. MODEL* | 5f. COUNTRY OF ORIGIN* *(Importer required if other than U.S.)*

5g. IMPORTER* | 5h. ADDITIONAL MARKINGS*

PART VI - POSSESSOR INFORMATION

6a. NAME *(Last)* | *(First)* | *(Middle)* | *(Suffix)* | ☐ CRIMINAL HISTORY

ALIAS *(AKA)* *(Last)* | *(First)* | *(Middle)* | *(Suffix)* | AKA DATE OF BIRTH

6b. HEIGHT | 6c. WEIGHT | 6d. SEX | 6e. RACE | 6f. ADDRESS - ROUTE NUMBER

6g. APT. NUMBER | 6h. STREET No. | 6i. DIRECTION | 6j. STREET NAME | 6k. CITY

6l. COUNTY | 6m. STATE | 6n. ZIP CODE | 6o. COUNTRY

6p. DATE OF BIRTH | 6q. PLACE OF BIRTH | 6r. POSSESSOR'S ID NUMBER | ID TYPE/STATE

PART VII - ASSOCIATE INFORMATION

7a. NAME *(Last)* | *(First)* | *(Middle)* | *(Suffix)* | ☐ CRIMINAL HISTORY

ALIAS *(AKA)* *(Last)* | *(First)* | *(Middle)* | *(Suffix)* | AKA DATE OF BIRTH

7b. HEIGHT | 7c. WEIGHT | 7d. SEX | 7e. RACE | 7f. ADDRESS - ROUTE NUMBER

7g. APT. NUMBER | 7h. STREET No. | 7i. DIRECTION | 7j. STREET NAME | 7k. CITY

7l. COUNTY | 7m. STATE | 7n. ZIP CODE | 7o. COUNTRY

7p. DATE OF BIRTH | 7q. PLACE OF BIRTH | 7r. ASSOCIATE'S ID NUMBER | 7s. ID TYPE/STATE

PART VIII - FIREARM RECOVERY INFORMATION

8a. RECOVERY DATE* | 8b. ROUTE NUMBER | 8c. APT. NUMBER | 8d. STREET No. | 8e. DIRECTION | 8f. STREET NAME

8g. CITY* | 8h. STATE* | 8i. ZIP CODE

8j. ADDITIONAL INFORMATION

ATF F 3312.1 (3-2000) PREVIOUS EDITION IS OBSOLETE

Maricopa County Sheriff's Office
Joseph M. Arpaio, Sheriff
Phoenix, Arizona

Scientific Analysis Section

Incident No.	
Incident Date	
Agency	
Type of Crime	
Date of Request	
Page of	

REQUEST FOR SCIENTIFIC EXAMINATION

Submitted By	Serial Number	Division/Section/Unit	Direct Telephone Number

Type Examination Requested

☐ Latent Prints   ☐ Latent Comparison   ☐ Shoe Impression   ☐ Tire Impression

☐ Physical Comparison   ☐ Firearm   ☐ Toolmark   ☐ Other _____

Can These Items Be Chemically Processed? (Chemical Processes May Result In Damage To These Items)   ☐ Yes   ☐ No

Has This Evidence Been Scientifically Examined By Another Lab?   ☐ Yes   ☐ No

Are Criminal Charges Pending?   ☐ Yes   ☐ No   Court Date (If Known) _____

Special Instructions   (Describe Examination Needed for Each Item. Attach Additional Sheets As Needed)

	Suspect	D.O.B.	AZ SID/MCSO Booking #
1			
2			
3			
4			

Item No.	Itemize And Describe All Evidence

Item #'s	From	SN	To Name	SN	Date	Time

(Rev: 05/07/05)

Maricopa County Sheriff's Office
Joseph M. Arpaio, Sheriff

Phoenix, Arizona

Scientific Analysis Section

Incident No.		
Incident Date		
Agency		
Type of Crime		
Date of Request		
Page	of	

REQUEST FOR SCIENTIFIC EXAMINATION ADDITIONAL SHEET

Item No.	Itemize And Describe All Evidence

(Rev: 12/02/04)

Maricopa County Sheriff's Office
Joseph M. Arpaio, Sheriff
Phoenix, Arizona

Scientific Analysis Section

Incident No.	
Incident Date	
Agency	
Type of Crime	
Date of Request	
Page	of

REQUEST FOR SCIENTIFIC EXAMINATION ADDITIONAL SHEET

	Suspect	D.O.B.	AZ SID/MCSO Booking #
5			
6			
7			
8			
9			
10			
11			
12			

Item No.	Itemize And Describe All Evidence

(Rev: 12/02/04)

ARIZONA DEPARTMENT OF PUBLIC SAFETY
AGENCY REQUEST FOR SCIENTIFIC EXAMINATION
* FOR NON-DPS AGENCY USE ONLY *

PHOENIX 223-2391
TUCSON 746-4596
FLAGSTAFF 773-3684

DPS NO._____

PAGE_____ OF_____

SUBMITTING AGENCY DR. #	UCR CODE	AGENCY	EVIDENCE SECTION USE ONLY STORAGE LOCATION(S)
CASE OFFICER	ID NO.	AGENCY PHONE	

TYPE EXAMINATION REQUESTED
☐ LABORATORY ☐ QUESTIONED DOCUMENTS ☐ LATENT PRINTS ☐ OTHER

SPECIAL INSTRUCTIONS (DESCRIBE EXAMINATION NEEDED FOR EACH ITEM, ATTACH ADDITIONAL SHEETS AS NEEDED)

	D.O.B.	OFFENSE (MANDATORY)
SUSPECT 1		
SUSPECT 2		
SUSPECT 3		

FOR DPS USE ONLY	ITEM NO.	√ TO BE EXAM	ITEMIZE AND DESCRIBE ALL EVIDENCE

(FOR ADDITIONAL ITEMS, USE CONTINUATION FORM DPS 802-01825)

HAS THIS EVIDENCE BEEN SCIENTIFICALLY EXAMINED BY ANYONE? ☐ YES ☐ NO   ARE CRIMINAL CHARGES PENDING? ☐ YES ☐ NO

COURT DATE (IF KNOWN)_____   IS OFFENSE REPORT OR SYNOPSIS ATTACHED? ☐ YES ☐ NO

CHAIN OF CUSTODY

ITEM(S)/PACKAGE(S)	FROM NAME	ID NO.	TO NAME	ID NO.	PURPOSE	DATE/TIME

DISTRIBUTION: White - Evidence, Yellow - Lab, Pink - Latent Prints, Goldenrod - Officer

DPS 802-01550 Rev. 08/9

Maricopa County Sheriff's Office
Scientific Analysis Section/Crime Lab Unit
Joseph M. Arpaio, Sheriff
Phoenix, Arizona

PHOTOGRAPHIC FILM/DIGITAL MEDIA SUBMISSION

Incident Number	Agency	Division/Section/Unit

Phone Number	Taken By	Serial Number

Location	

Crime Type	Date	Time

Film Roll Number (s)	No. of Polaroid's	☐CD / ☐ DVD Number (s)	Floppy Disk Number (s)

Comments

CHAIN OF CUSTODY			
Received From	Date	Time	Received By

(Revised: 09/19/2006)

DR#	Supplement #	Agency	SUSP ?	PRIORITY	CRIME CODE	ANALYST	STATUS
01-29476	04	MCSO	Y	1	2299	A2789	PENDING
01-29476	02	MCSO	Y	1	2299	A2789	PENDING
01-29476	03	MCSO	Y	1	2299	A2789	PENDING
01-29476	06	MCSO	Y	1	2299	A2789	PENDING
01-29476	05	MCSO	Y	1	2299	A2789	PENDING

LOCATION OF CALL/EVIDENCE	RCPT DATE	COMP DATE	ACTIVITY	LAT?
PRO/ITEMS 400-411, 500-505/4 SUSP(SEE REQ	11/2/01		LATENT PROC/COMPARISON	
PROP/105,108,122,137,140,151(4 SUSP)SEE RE	11/1/01		LATENT PROCESS/COMPARISON	
PROP/ITEM 121	11/1/01		FILM PROCESSING	
PROP/ITEM 4-43	11/8/01		LATENT PROCESS/COMPARISON	
PROP/1017,101711,J1,K1,L1,M1,N1,O1,P1/10SU.S	12/27/01		LATENT PROCESS/COMPARISON	

AFIS RESULTS	OTHER RESULTS
	CHECK TO SEE IF THERE ARE NEGS IN PROP

QryPending

Lab Examination Result Receipt

R#   01-17167

xam Requested By: **LIEUTENANT JAMES MANN #S0418**

5066 PROPERTY AND EVIDENCE

Receipt Due Date: **3/22/2002**

Property Comment :

Item #100
Lab Exam Receipt sent 2/20/02
Rec'd 03/06/02
Case will be forwarded for prosecution.
Supplement will be completed and forwarded to RI.

The attached DPS/MCSO Lab Examination Result form is being forwarded to you for the appropriate disposition.

You may detach the Lab Examination result form for your use. You must, however, sign and date this Return Receipt. This Return Receipt must be returned to:

Sergeant Barbara Piirinen
Property and Evidence

f the above officer has been transferred, please forward this Lab Result form to the officer's new assignment area. If the officer has resigned or retired, give this form to the appropriate supervisor.

RETURN RECEIPT
 have received a copy of the above described Lab Examination Result;

Signature: _____

Printed Name and Serial Number: _____

Date Received: _____

Optional Information:
Check all that apply:

[ ] As a result of the lab analysis, this case will be forwarded for prosecution.
[ ] A supplement to the original DR will be completed and forwarded to RI.
[ ] As a result of the lab analysis, no further action will be taken

EXHIBIT 7
LISTING OF CURRENT REPORTS & FORMS

Property and Evidence Section Reports & Forms

1.   Property Invoice
2.   Currency Invoice
3.   Currency Envelope
4.   Owner Notification card
5.   Illegal Firearm Notification
6.   Prohibited Possessor Notification
7.   Officer Review / Release Authorization
8.   Inmate Safekeeping Release/Notification form
9.   Detective Property Release Worksheet
10.   Unclaimed Property Affidavit
11.   Finder Affidavit
12.   Affidavit Item listing
13.   Crime Gun Information Referral/Request form (ATF)

Scientific Analysis Section (Crime Lab) Reports & Forms
1.   Request for Evidence Examination (MCSO)
2.   Request for Scientific Examination (DPS)
3.   Photographic Film Submission Form
4.   Pending Evidence Examination Report
5.   Lab Examination Result Receipt (Property)

Electronic images of the forms are available in the attached files.

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

Officer/Lab Review Tracking Database

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

EXHIBIT 8
SCREEN SHOTS FROM PREVIOUSLY USED SYSTEM

EXHIBIT 9
LISTING OF ARIZONA REVISED STATUTES

ARS 12-941 – Disposal of certain unclaimed property in custody of state, county, city or town officer; disposal of   found property; disposal of items to charities and museums; sale of coins

ARS 12-942 – Disposal of property unclaimed for ninety days

ARS 12-943 – Petition for disposal or sale of property

ARS 12-944 – Notice of sale; service and publication

ARS 12-945 – Sale of property

ARS 12-946 – Unclaimed money

ARS 13-3920 – Retention of property

ARS 13-3941 – Disposition and return of stolen or embezzled property

ARS 13-3942 – Delivery of unclaimed stolen or embezzled property to county sheriff

For further information on the listed Statutes please visit the link below.

http://www.azleg.state.az.us/arizonarevisedstatutes.asp

EXHIBIT 10
GLOSSARY

Following are common abbreviations, acronyms, phrases, and important terms used by the Maricopa County Sheriff's Office (MCSO) in this RFP document.

TERM	DEFINITION
ARS	Arizona Revised Statutes
ATF	Bureau of Alcohol Tobacco and Firearms
Bidder	Vendor; Contractor; Proposer
Contractor	Vendor; Proposer; Bidder
Day(s)	Calendar day(s) unless otherwise specified
DBMS	Database Management System
DPS	Department of Public Safety
JMS	Jail Management System
Libraries	Reference collections of samples used for comparative analysis within the Scientific Analysis Section (Crime Lab/Firearm Lab)
MCSO	Maricopa County Sheriff's Office
Non-Proprietary	Independent of a particular vendor; not reliant upon the hardware, software, services, or products of a particular vendor
ODBC	Open Database Connectivity
OLEDB	Object Linking and Embedding Database
Parent [Sample]	An item of evidence, e.g., a vial of blood or piece of cloth, that can be sub-divided into smaller segments for analysis or testing
Proposer	Vendor; Contractor; Bidder
RDBMS	Relational DataBase Management System
RFP	Request for Proposals
RMS	Records Management System
Vendor	Contractor; Proposer; Bidder
XML	Extensible Markup Language

07009-RFP SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM

Mandatory Pre Proposal Meeting

MATERIALS MANAGEMENT CONFERENCE ROOM

10:00 AM February 13th, 2007

Please print

Please leave your business card(s)

Vendor Name	Attendee Signature	Phone Number	Fax Number	E-Mail Address
PORTER LEE CORPORATION	ELB	(847) 985-2060	(847) 584-0556	erikbe.porter-lee.com
Advanced Public Safety / Zebra	Kathleen Marchant	(949) 218-7419	(949) 218-7491	KMARCHANT@ZEBRA.com
Extended Data	Dale Trimble	602-741-8573		dtrimble @ extendata.com
ADVANCED PUBLIC SAFETY ZEBRA	Kathleen Marchant	(954) 354-3000 x249	(954) 354-3001	DKENNEDY @APS.US

By signing one of these attendance sheets for this pre-bid meeting, I/we hereby acknowledge I/we will monitor the Maricopa County Materials Management web page (http://www.maricopa.gov/materials/advbd/advbd.asp) for all addenda that may be posted for this Request for Proposal. I/we will then be responsibile for downloading these addenda on own accord. I/we hereby acknowledge I/we will be responsible for returning all signed addenda acknowlegment(s) with my/our respective company's proposal as indicated on the "Notice of Solicitation" page. I/we also acknowledge I/we have read and thoroughly understand the Request for Proposal administrative information, contract terms, all specifications and draft contract that is posted to the Maricopa County Materials Management web page. http://www.maricopa.gov/materials/advbd/advbd.asp

07009-RFP SHERIFF'S OFFICE PROPERTY & EVIDENCE SECTION BAR-CODING SYSTEM
Mandatory Pre Proposal Meeting
MATERIALS MANAGEMENT CONFERENCE ROOM

10:00 AM February 13th, 2007

Please leave your business card(s)

<u>Please print</u>

Vendor Name	Attendee Signature	Phone Number	Fax Number	E-Mail Address
CARBON COLLECTIVE	*(signature)*	602-318-5116	986 730	JimH@CARBON-COLLECTIVE.com
Melissa Lawrence	Melissa Lawrence	480 222 8921	480 222 8998	melissal@justicetrax.com
Chris Sarotte	*(signature)*	480-899-7276	940-292-8917	Chris.Sarotte@ndnuec.com
Barbara Hardage	Barbara Hardage			
Jim Cleveland	*(signature)*	703 315 6634	703 817 1366	jrc@gentek.com
Joe Klausto	*(signature)*			
File On Q	*(signature)*	206-755-7215	206-575-3927	Shannont@fileonq.com

By signing one of these attendance sheets for this pre-bid meeting, I/we hereby acknowledge I/we will monitor the Maricopa County Materials Management web page (http://www.maricopa.gov/materials/advbd/advbd.asp) for all addenda that may be posted for this Request for Proposal. I/we will then be responsibile for downloading these addenda on own accord. I/we hereby acknowledge I/we will be responsible for returning all signed addenda acknowlegment(s) with my/our respective company's proposal as indicated on the "Notice of Solicitation" page. I/we also acknowledge I/we have read and thoroughly understand the Request for Proposal administrative information, contract terms, all specifications and draft contract that is posted to the Maricopa County Materials Management web page. http://www.maricopa.gov/materials/advbd/advbd.asp

carbon collective
the necessary element

James C. Hobson
President

☏ 866/657-7448
☏ 602/318-5116
✉ jimh@carbon-collective.com
carbon-collective.com

JAMES R. CLEAVELAND

RENAISSANCE PARK AT DULLES
13873 Park Center Road, Suite 300
Herndon, VA 20171
703-318-6834 fax 703-318-6851
jrc@quetel.com

Que Tel

Take a Swipe Out of Crime – Barcode Your Evidence

PORTER LEE Corporation

Erik Brown
erikb@porterlee.com
www.porterlee.com

1901 Wright Blvd.
Schaumburg, IL 60193
Tel: (847) 985-2060
Fax: (847) 584-0556

* Laboratory Information Management Systems
* Police Evidence Management Systems

JusticeTrax
www.justicetrax.com

Melissa Lawrence
Business Development Specialist

800.288.5467 x121
480.229.2005 (cell)
melissal@justicetrax.com
One West Main Street
Mesa, AZ 85201

Intermec

Christopher Sarotte
Systems Engineer

Intermec Technologies Corporation

1111 S. Longmore St.
Chandler, AZ 85248
tel 480.899.7276
cell 602.418.6433
fax 866.282.8917
chris.sarotte@intermec.com

Corporate Headquarters
6001 36th Ave W
Everett, WA 98203
USA
800.347.2636

Zebra

Kathy Marchant
kmarchant@zebra.com
Senior Account Manager, Government

Zebra Technologies International, LLC
2900 Calle Heraldo » San Clemente, CA 92673 USA
T +1 949 218 7419 F +1 949 218 7421 C +1 949 300 4933
www.zebracard.com

Evidence On Q

Powered by FileOnQ

SHANNON TURNER
Property & Evidence Specialist

832 Industry Drive
Tukwila WA 98188
ShannonT@FileOnQ.com

Direct Line: 206-755-7215
Fax: 206-575-3927
General Office: 800-603-6802
Ext. 107

www.EvidenceOnQ.com

Questions posed to Maricopa County

RE: SERIAL 07009-RFP

Sheriff's Office Property & Evidence Section
Bar-Coding System

1.   **In section 1.1** it says, "the proposed system must have the ability to provide real-time interfaces with other applications."   (This is also outlined in 8.0.. system interfaces). Because the RFP does not specify what the other applications are and also that the system should have "as minimal customization as possible", the solution to the interface would be importing/exporting data. Will an import/export interface be sufficient for this requirement? This could be a scheduled import/export or a manual import/export. If so, what would the maximum time requirement be for the export of the data, i.e. 3 minutes, 10 minutes, 1 hour, etc.

   Yes, an import/export interface would be sufficient, scheduled to run at intervals chosen by MCSO, with the ability to change the intervals or run the job manually at any given time.Our intent is to interface with the Records Management System Field Reporting module, but that project is currently on hold.

   If the maximum time requirement you are speaking of means, to run the job, that would depend on the size of the database, but should be as efficient as possible. During export/import the system shall validate primary key fields to avoid record duplication.

2.   **Also in section 1.1** it says, "the ideal system will also provide an automated solution for tracking and managing the status of evidence items within the MCSO Crime Lab."   Do you want this feature to be included within the SAME database as the MCSO evidence and property, or do you want this to be a completely separate database for the sole use of the crime lab with the capabilities mentioned in 4.0?.

   No, it would not be for the sole use of the crime lab, it can be a separate module, using the same database to avoid data duplication, meeting the requirements of section 4.0.

3.   **In section 2.1.2** it says, "Currently, the Sheriff's Offices does not have the capability to allow investigating officers to query lists of Found property...."   Do you want the proposed system to have that capability and allow them to search for found property?

   Yes.

4.   **In section 2.8** it refers to hardware. For purposes of the bid proposal, can the vendor submit a description and per unit price for the hardware proposed if purchased through the vendor?

   Yes, this is addressed in Attachment A – Pricing, it is stated on the request for a per unit price. However, this does not relate to Section 2.8.

5.   Do you want the evidence management system to have the ability to attach electronic documents and files such as crime lab reports, crime scene photos, word documents, 911 recordings, etc.? (This functionality was mentioned in the mandatory specifications for the crime lab module.)

Yes, the ability to attach electronic documents, photos, etc., would be highly desirable.

6.   **Please explain desirable function 1.2.1**. What do you mean by "void mechanism"

A void mechanism would be the ability to void a record without deleting it. This would leave an audit trail that could be brought to court. Proof that a record has not been tampered with, but not part of the active data.

7.   **Please explain desirable function 1.2.11**.   Is this referring to performing an inventory and having the system show items that are missing or put there in error?   Or is it referring to a feature that instantly recognizes if an item is put in a wrong location?

A feature that instantly recognizes if an item is in the wrong location. While doing inventory, if you scan an item and it is not suppose to be there, or if you have finished scanning a bin and an item is suppose to be there but it is not, then the handheld should notify the user somehow that there is an exception. Either by using wireless technology, or using storage on the handheld.

8.   The RFP makes mention of using a PDA (pocket PC) or similar device. Can you please explain your desired functionality of the PDA that differs from a standard real-time barcode scanner? Examples of desired procedures using the PDA would be helpful.

When stating PDA (pocket PC) or similar device, this represents any type of handheld used to scan the bar codes. The desired functionality is laid out in the RFP, whichever type of device that will be most effective in our environment.

9.   With regard to the functionality requested for processing evidence at crime scenes, how many "crime scene modules/packages" are you anticipating needing? For example, one for homicide, one for narcotics, one for property crimes, one for crime scene, etc. It would be helpful if you could provide an organizational table that shows your units that would need this "crime scene functionality" and how many personnel are in each unit. It would also be helpful to have an explanation of exactly what functionality you want it to provide at the crime scene, i.e. prepare search warrant inventory log, print barcodes at the scene, etc.

Although this has not been specifically requested, please feel free to propose on this functionality.

Requirement 3.1.18, we would like to be able to take a portable device to a scene and capture basic information to be uploaded when returned to Property & Evidence.

10.   The RFP in a number of situations references the term "Module(s)" or "Modular"

1.1.2 Standardized queries and reports are available in each module

1.2.3 Application is of modular design, such that:

> Any module can operate as a "stand-alone" system,
AND
> When component modules are used together, functionality is fully integrated

2.2.15 Data entered at a single point is automatically propagated into other system modules

4.0 Crime Lab Module

Can the County elaborate on what it intends by "modular design" in particular how "modules" are to operate as "stand alone" systems? Also, please expand upon the concept of data propagation among modules.

The only specific mention of a "module's" functionality is for the Crime Lab. If the only "module" is a potential crime lab it might operate separately, but a Crime Lab systems requires some form of "evidence tracking" system for a chain of custody, so that it cannot really stand by itself.

Most software is composed of a set of modules or .dlls, but these components are not meant to stand alone. In a system that employs middleware, such as ours, such components are interdependent and cannot stand alone, nor would it make sense for them to do so.

Modules could be part of a software package or be purchased separately, at a later date, or all together, for example a crime lab module. When purchased the data is shared among the entire application. Another example would be a report module, or officer entry module.

11.   The Exhibit "Screen Shots from Previously Used Systems" seems to indicate that it is at least a partial evidence management system. Please confirm that the reference to "data migration" in "2.17 Deliverables" is not pertinent and that what the County intends is "a going forward system."

Yes, the we intend for this to be a "point-forward" system, with no data migration. The data in the previously used system mentioned in the RFP is no longer available.

12.   In two places the RFP uses the "term proprietary" or "non-proprietary"

1.2.5 System is "non-proprietary"

9.1.4 Equipment Manufacture – All hardware and software systems shall be of the latest manufacture and must be state-of-the-art. For compatibility, the system shall include only standard equipment and operating systems, thus avoiding any proprietary architecture. (RFP 2.10.3.3)

Can you clarify the County's intent in the user of these terms? Are they for hardware only? The software is proprietary, but the languages used to write code and databases are not.

It is acceptable that your software is proprietary. However, we can not support legacy systems. Preference of a relational database, and the ability to interface with other systems, possibly including our Cloverleaf integration engine. With proprietary architecture we would not be able to interface without owner participation, so an open database is preferred.

13.   1.1.11-12 Allows for archiving of records (removal from the active database) at intervals determined by MCSO

With our database we have not found it necessary to archive records for performance purposes. We have customers with over 1 million records, who experience no performance problems. Moreover it permits the possible reuse of a unique barcode identifier if restored, which can lead to mingling of data at best among about two different items (that in a reused barcode and the original) and corruption at worst.

Is there a reason other than performance for archiving records?

It is normal practice for us to archive old records, yes, for performance not only for the application but also for our background processes. (Backups, etc) The issue with the reused barcode shouldn't be a problem, best practice would be to never reuse a code that was used previously, to always move forward with unique identifiers.

14.   1.2.1 System has a void mechanism with a complete audit trail, and does not allow a deletion of a record (See also related requirement 1.2.2)

What does the County mean by a void mechanism? What purpose does it serve? How does the audit trail relate to a void record? Can the County distinguish "void" from "archived" records.

We would like to be able to distinguish void from archived records. We will not be allowing deletion of records, therefore need a void mechanism to distinguish between records created by mistake and archived (old/closed) records. Also see question #6.

15.   1.2.6 System provides audit reports to identify possible duplicate records

Can the County elaborate on what you are trying to achieve with duplicate records.

Does it mean the same item entered under two unique identifiers (Barcodes? Item numbers?) Does it mean the same barcode entered into the system twice under two unique item numbers and barcodes?

Item numbers would only be unique per case. (see requirement 3.1.10) Barcodes should always be unique and the system should not allow duplicate barcodes entered into the system . An example would be if a case is entered and the case number is not a unique identifier, the system should notify the user that this case has already been entered into the system so that there are not duplicate records for one case.

16.   1.2.9 Application provides viewing capabilities showing limited, read-only information, keeping record of who is viewing and the date/time the information was viewed.

Can the County be more specific about what it wants to accomplish by this requirement?

Viewed information is hard to qualify. It might be all of the listed records that meet a particular search criterion, which would be very large or which might not have "returned" any records, so that there is no information. Information might be a specific record in a query that was opened for the inspection of one tab. It might be the information on one tab in a query, e.g. chain of custody, disposition data tab, etc. In some instances this type of tracking gets down to the key click.

No, it is not necessary to track at the key press level, we agree that you cannot track the viewing of records. It is critical that an audit trail with a date/time stamp of any changes made to the database and anyone who has logged into and out of the system.

17.   2.1.1.9   After selection of a record, additional detail can be displayed without leaving the current screen

Can the County expand on what it intends and give us an example of what detail it would like to see?

2.2.19 When selecting a record additional information can be displayed on the current screen, with enough information the user can tell this is the record they need, and with the ability to return to the list and choose another record if needed.

Does this mean not having to navigate from a screen used to enter case data, to one for entering involved persons, to a screen or screens used to detail description of the item?

(2nd question) No.

18.   2.1.4   Items other than currency which are valued at greater than $25 must be processed through an affidavit driven process

Does the County expect the system to automatically trigger the events leading to the 'affidavit driven process" and generate the various forms that may be required?

Normally it is a judgment to embark an item on a process such as requirement an affidavit, and the system is responsible for tools to implement that judgment.

This is reference 2.1.4 (scope of work).

Yes, the system shall automatically trigger certain events, please refer to Requirement (2.2.17). Please also see related requirements (1.1.4), (6.1.8), (6.1.10).

19.   2.2.3   The MCSO System administrator can specify field placements and movement of cursor.

Does this mean that the MCSO system administrator would make these requests to QueTel, or that the Administrator could 'configure' the software?

Either one. The option to choose tab order, choose which fields are displayed or not displayed, possibly using a turn on/off feature. This would help us to create a screen that is not cluttered with items we don't need and that the tab order would be efficient for the users entering data.

20.   2.2.12   Users can have multiple windows open concurrently

Can the County expand upon what it intends by this requirement and give an example?

Windows only allows the focus on one "application" at a time and within an application, one screen or dialog box at a time. Is "focus" what is meant by open?

No not focus. Similar to the Windows environment. A user can switch back and forth between a record, report, query, crime lab record etc., without having to reopen that screen each time.

21.   2.2.24   System has electronic signature functionality for approvals and sign-offs

Can the County explain and illustrate the type(s) of sign offs and approvals for which it sees electronic signature capture functionality being used.

In most instances actions, such as signoffs and approvals, are made in the system by users who have logged on with a secure ID and password. They are positively identified in the system by virtue of log on, so capturing the signature is normally considered redundant. Where signatures come into play are transactions where one of the parties does not log on or who is outside the system such as officers checking items to court or items returned to owners. In these instances signature capture is an important component of the chain of audit trail verification in a paperless environment.

We agree with the description in the paragraph above.

22.   3.1.1   Captures all necessary data elements, including but is not limited to the following: (there follows a listing of fields)

Is there a reason for not including the capture of "suspects" and "other responsible" persons which are included on the current property report?

Allowing for multiple persons and person types is usually highly important and a distinguishing feature of advanced systems.

No, please note the comment "….. included but is not limited to."

23.   3.1.4 System has the ability to easily duplicate a change-of-custody entry for items under the same tag

What does the County mean by this requirement? Can it expand on what the problem is that it is trying to solve with it?

What is the "tag?" Is it the "item number" mentioned in 2.1.1 paragraphs 3 & 4? Is it the barcode number? In most cases one would have only one item per tag, if the tag is the unique barcode label assigned to that item. "Do you mean "*chain*-of-custody," rather than "change-of-custody?"

If someone is removing multiple items of property from the property room (change of custody), the system would make it easy for the custodian to duplicate multiple change of custody entries, without having to retype the information for each item being removed.

24.   3.1.10 Provides a feature to avoid duplicate entry of information on the same property item

What does this requirement intend and how does it differ from 3.1.4? Does this mean preventing the same item from being entered as two separate records with different item and barcode numbers?

This requirement means to avoid duplicate entry of the same property item in the same case record. No, not two separate case records.

25.   3.2.21 Provides for e-mail notification for situations such as: . . . . To notify crime lab there is evidence to be retrieved

Are other means of non-paper notification of items to be picked up by the lab acceptable?

Email is preferred, but an electronic or digital queue in the system that the lab could check would also be sufficient.

26.   3.2.1 System displays total number of items, amount per item, and cumulative amount of items for each case

What is the County trying to achieve by this requirement? What do you mean by "amount per item?" What is the "cumulative amount of items for each case," as opposed the total number of items?

Not all items have a quantity of one. An example would be paper clips as one item, but quantity of 300.

Please change 3.2.1 to read as follows:

3.2.1 – System displays total number of items, quantity per item, and cumulative quantity of items for each case.

27.   3.2.10 Provides a means for automatic electronic transmission of firearms trace information to the ATF

Does the County have the arrangement with ATF for automatic electronic upload?

We do not, but this would be a desired feature to implement in the future.

28.   6.1.5 Cross-tabulated reports can be constructed to present results in matrix format for ranges of data (e.g. by time, priority, etc.)

What is the County looking for in this requirement? Can you provide an example of the type of report envisioned?

The user can choose which range of data or multiple ranges to sort on to show summarized, statistical information..

29.   7.1.3 System maintains a complete audit trail, logging all user activity, including view, edits, etc. (e.g. tracking the date, time, user ID before value, and new value)

Does the County really want to collect when a record is viewed in the audit trail, as there is no database impact from this action? If so what is a view?

When a user views a record, there are difficulties judging what is a "view" a record (see also 1.2.9). Since viewing in generally benign (no database impact), there is no simple "trigger" to capture that to a history table.

No, it is not necessary to track at the key press level, we agree that you cannot track the viewing of records. It is critical that an audit trail with a date/time stamp of any changes made to the database and anyone who has logged into and out of the system.

30.   8.1.6 System has the ability for error reporting

Does this intend anything other than reporting of user errors such as leaving mandatory fields empty or trying to enter a duplicate barcode? If so can the County expand upon what it has in mind?

Yes, Please change requirement 8.1.6 as follows:

8.1.6 – System has the ability to maintain an online log of system (not user) erros/failures. (e.g. unable to connect to db, security priveliges, missing file, disk space error, invalid location, etc.)

As part of this clarification I would like to add a desired feature.. Please add requirement 8.2.3 as follows:

8.2.3 – Notification via email or pager to an administrator when there is a system error/failure.

31.   There were several people at the conference representing or partnering with other companies that were wanting to bid on this proposal. I inferred by your comments during the conference that the company that was in attendance at the conference would need to be the primary company submitting the proposal. Would it also be correct that the person who attended the conference would need to be employed by the company that was going to submit the proposal? For example, would the attendee actually have to be on the payroll of the company represented in order to allow the company to bid?

Maricopa County only requires that perspective vendor (Proposer) have representation present at the Pre-Proposal conference and that the representative validate their presence by providing requested information on the Pre-Proposal Sign-In Sheet with reference to whom they are representing. Maricopa County neither has the intent or resources to validate their employment status. Only those companies represented on the Sign-In Sheet would be viable to submit proposals as "Primes".

32.   In regards Attachment D, section 4.0 (crime lab), what types of analysis are currently performed by the crime lab? For example, trace analysis, DNA, firearms, toxicology.

Please see exhibit 7, the "Request for Scientific Examination" form.
Latent Prints, Latent Comparison, Shoe Impression, Tire Impression, etc.

33.   Integration – how many different systems will the solution need to integrate with? And, what are the current versions and releases of the infrastructure components that won't change?

Unknown how many different systems. The ability to have .txt, .rtf, .xls, .csv formats or interface with our Cloverleaf integration engine. One possible system we would interface with is the Records Management System (RMS) from New World Systems. It is AEGIS running on an AS/400. Also possibly with the proposed field reporting system.

34.   Manual process pg 11. Will this manual process be automated as part of the scope? If not, how does it factor into the project?

Are you asking about the last paragraph in section 2.1.4 (scope of work)? Yes.

35.   What's the rollout schedule to the additional 300 users?

The final rollout has not been determined, it is depending on other pending projects.

36.   Application retirement 2.6, pg 12 – how will the retirement of the app be handled including data conversion and how should a vendor address this?

        There is not going to be any data migration, the application referenced is a previously used system that is no longer available.

37.   Does the County have any existing database and/or server operating system licensing provisions which it intends to leverage for this project, or are vendors expected to include all applicable licensing fees in our pricing proposals?

        No, there are no existing licenses available for this project. We do ask for fees in the pricing proposals with the understanding that the County reserves the right to purchase hardware, operating software, and/or supplies off existing contracts with other vendors.

ADDITIONAL GENERAL ARCHITECTURE INFORMATION:

10/100 NETWORK – ENCRYPTION
WINDOWS XP SP2 ENVIRONMENT
MICROSOFT OFFICE PRODUCTS
SERVER OS is WINDOWS and LINUX